



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Deputy Clerk of District Court Supervisor

Title of Immediate Supervisor:	Clerk of District Court I, II, III or IV
Department/Division:	Office of the Clerk of District Court / District Court
Pay Grade/FLSA Status:	12 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Deputy Clerk of District Court Supervisor is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, traffic, or other cases before the district court from initial filing to final disposition. If assigned, makes a verbatim record of district and juvenile court trials, proceedings, and other matters using audio recording equipment, creates and maintains annotations/tags, notes appearances and essential events during the proceedings. Performs courtroom duties. The Deputy Clerk of Court Supervisor supervises assigned personnel and will act on behalf of the Clerk of Court in their absence.

This classification represents the senior level within the Clerk of Court Office that assumes the more complex and non-routine projects or functions typically associated with deputy functions and responsibilities. Duties and expectations involve training, monitoring, and reviewing the work of other deputies and assisting in the training of new personnel. Positions assigned to this level are fully proficient and accomplished in all court functions and established operations within the District Court. This level differs from the Deputy Clerk of Court due to the senior level of occupational skills, experience requirements, and the lead worker responsibilities of the class.

The number of Deputy Clerk of District Court Supervisor positions is limited to one for every four people supervised.

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions

1. Provides administrative assistance and support to the Clerk of Court.
2. Oversees, coordinates, assigns, monitors, and trains other court personnel in the performance of duties ensuring conformance to established office routines, instructions and practices set by the Clerk of Court.
3. Plans, organizes, and monitors the preparation of the court calendar as directed by the presiding judge. Assigns case numbers and makes random assignments of judges to cases.
4. Performs data entry of incoming documents, case proceedings, and dispositions. Processes court orders, notices, and reports in accordance with office routines and established procedures.
5. Reviews and processes incoming documents to determine conformity with appropriate laws, rules, and court requirements. Routes documents to the appropriate parties.
6. Receives and records all fees, fines, bonds, restitution, or other receipts submitted to the Clerk of Courts Office.
7. Receives, answers, and routes telephone calls to appropriate parties. Provides assistance to the public in their requests for information that does not involve legal advice, confidentiality, or right-to-know laws.
8. Implements court procedures and rules and provides courtroom assistance as directed by the Clerk of Court. Retrieves and organizes files daily for each judge attending court.
9. Searches criminal, civil, traffic, and judgment records.
10. Accurately records court proceedings through the use of audio recording equipment in person or via remote recording. Responsibility also requires creating and maintaining annotations/tags, taking court notes during hearings to identify appearances, essential events, and to locate and play back prior testimony. May require travel to other counties within a unit for court proceedings assigned to a district judge or referee.
11. Performs other duties of a comparable level or type or as assigned.



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Minimum Qualifications

Requires a high school diploma and three years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

Certifications or Licensing Requirements: (prior to job entry)

- Valid driver's license or evidence of equivalent mobility.
- If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within six months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Knowledge Requirements

- Knowledge of court office equipment, software, and general office procedures.
- Knowledge of grammar, data entry, reports, and correspondence requirements within the court.
- Knowledge of courtroom procedures, case processing procedures, district court operational routines, and processes; recordkeeping routines in the court.
- Knowledge and understanding of legal terminology, court documents, court routines, and operations.
- Considerable knowledge of word processing, database management software, and spreadsheet applications used by the court.
- Knowledge of office etiquette.

Skill Requirements

- Interpersonal and customer service skills adaptable to a diverse range of individuals.
- Skilled in providing technical direction and supervision over assigned personnel.
- Skilled in interpreting court routines, rules and operations, and applying judgment and discretion in handling non-routine situations based upon rules, operations and procedures of the court.
- Skilled in district court operations and routines of case processing and scheduling.
- Skilled in preparing and processing of legal documents, orders, judgments, or reports.
- Skilled in reading and understanding statutes and legal procedures/terminology.
- Written communication skills to prepare reports, memos, and letters.
- Strong recordkeeping skills.
- Prioritization skills to process court documents in a timely manner.
- Proficiently uses required software programs.
- Skilled in operation and use of office equipment, software, and database software used in the court.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, stooping, kneeling, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee may be subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.



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Job Classification History

- Deputy Clerk of District Court III was last reviewed and updated 7/2000 by North Dakota Unified Judicial System.
- Classification description revised and updated 6/1/2001 by BCC.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 8/26/2020, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to Senior Deputy Supreme Court Clerk and Deputy Clerk of District Court Supervisor.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.