



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Deputy Clerk of District Court Supervisor

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**Title of Immediate Supervisor:** Clerk of Court I or II

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**Department:** Clerk of District Court

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**Pay Grade/FLSA Status:** 12 / Non-Exempt

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**Job Titles Accountable For:** None

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### 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. The Deputy Clerk of Court Supervisor assists the Clerk of Court in the supervision and training of office staff and will act on the 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 are 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. Coordinates, assigns, monitors and trains other district court personnel in the performance of office activities ensuring conformance to established office routines, instructions and practices set by the Clerk of Clerk.
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 do 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. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires a high school diploma and three years of experience and training within the district court or related legal setting.

### Certifications or Licensing Requirements: (prior to job entry)

None.



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### 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 delegating, training and monitoring the work of other court 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.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/ case management software.
- 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: 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.
- Employee may be subject to some limited travel in the performance of the job.
- 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.

### 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.