



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## District Court Paralegal

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**Title of Immediate Supervisor:** Presiding District Court Judge

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**Department/Division:** 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 District Court Paralegal is responsible for providing administrative and secretarial support to a district judge or judicial referee. The position researches, analyzes and summarizes case laws, administrative rules, regulations, administrative and judicial decisions; makes a verbatim record of district and juvenile court trials, proceedings and other matters using audio recording equipment, writing court logs and noting appearances and essential events during the proceedings; and assists in calendar control and scheduling.

Employees assigned to this classification establish certain routines and processes as well as follow routines and processes established by others.

### Major Responsibilities & Essential Functions

1. Researches, analyzes and summarizes case laws, administrative rules, regulations, administrative and judicial decisions. Provides information about other resources that may provide further assistance.
2. Composes, prepares and ensures the accuracy of various legal documents.
3. Assists judicial officer with trial preparation.
4. Serves as primary contact for judicial officer. Greets visitors, screens telephone calls and correspondence, provides information, and explains policies and procedures, as appropriate. Acts as a liaison between the judicial officer and personnel from other agencies, the general public and attorneys.
5. Coordinates meetings and maintains the calendar for the judicial officer. Schedules trials and other court proceedings, unless done by a calendar control clerk, and in cooperation with the clerk of court, and informs parties of the same.
6. Provides secretarial and clerical support to the judicial officer by preparing, transcribing and proofreading all correspondence, findings, orders, jury instructions, memorandums or other materials.
7. Performs a variety of clerical and administrative tasks that may include: answering phones, maintaining and purchasing office supplies, maintaining law library, arranging appointments and travel reservations, scheduling and notifying parties of meetings and proceedings, performing related scheduling functions, maintaining continuing education records and preparing expense vouchers.
8. Accurately records court and jury trial proceedings. Responsibility also requires taking court notes during hearings to identify appearances and to note significant events during the hearing and to locate and present prior testimony. Requires travel to other counties within and outside of the district for court proceedings assigned to the district judge or referee.
9. Performs clerking duties in courtroom, administers oaths, marks documents, maintains logs and other forms and transfers storage devices, files and records to the clerk of district court for reference.
10. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires a bachelor's degree and two years of paralegal or legal assistant experience that includes experience with court rules and procedures, legal documents, laws and legal factors pertaining to the courts.

or

Associate degree and four years of paralegal or legal assistant experience that includes experience with court rules and procedures, legal documents, laws and legal factors pertaining to the courts.



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

Valid Driver's license and evidence of equivalent mobility.

Requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within one year of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

### **Knowledge Requirements**

- Considerable knowledge of court rules and procedures, legal documents, laws and legal factors pertaining to the courts.
- Extensive knowledge of legal terminology.
- Knowledge of office systems, procedures and equipment.
- Knowledge of electronic recording equipment.
- Knowledge of word processing and internet software.

### **Skill Requirements**

- Ability to communicate at all levels both orally and in writing.
- Ability to relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys and the public.
- Ability to proficiently use related software programs.
- Skilled in the use of word processing and internet applications
- Proofreading and editorial skills.

### **Physical Requirements**

- The essential functions of the job typically require: grasping, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee may be required, in the performance of the job, to travel to various courts across the state. Employees have control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. Work is performed in a comfortable office work environment.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

### **Job Classification History**

- District Court Paralegal created 9/24/20.
- Eliminated the type of degree required 10/1/22.