



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Executive Judicial Assistant

Title of Immediate Supervisor:	Chief Justice
Department:	Chief Justice's Chambers
Pay Grade/FLSA Status:	12 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Executive Judicial Assistant is responsible for: performing responsible administrative and secretarial duties. Independently carries out administrative assignments, initiating contacts with judges, other officials, and court staff. Serves as direct contact and liaison for the Chief Justice with several national organizations and committees.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. The Executive Judicial Assistant differs from the Judicial Assistant in that the Judicial Assistant requires a greater degree of occupational knowledge and skills to perform the requirements of the job.

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Major Responsibilities & Essential Functions

1. Serves as primary contact for information requested of the Chief Justice. Screens telephone calls and requests for information. Acts as liaison between the Chief Justice and court staff, government agencies, members of the legislature and the general public.
2. Makes meeting and travel arrangements, prepares meeting materials and minutes, and maintains meeting files for various organizations, committees and conferences for the Chief Justice.
3. Coordinates and monitors the daily workflow of the Chief Justice's chambers. Consults regularly with the Chief Justice on the status of work projects within the chambers and matters before the court; maintains log of all correspondence and routes to appropriate department for completion; instructs incoming law clerks on practices and procedures of the Court and Chief Justice's Chambers; edits draft opinions for format, proper citation, punctuation, grammar and clarity prior to forwarding to Chief Justice.
4. Prepares and hypertexts opinions and case highlights for inclusion on the Court's website
5. Maintains the Chief Justice's files involving oral argument, motions and case conferences, active Supreme Court committees and confidential matters. Maintains calendar, coordinates appointments and prepares expense vouchers for the Chief Justice.
6. Performs special projects and administrative functions as assigned. Provides staff support for the Chief Justice on committees and projects.
7. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a minimum of an associate's degree in a related area and one year of experience in a law office or court setting.

Certifications or Licensing Requirements: (prior to job entry)

None.



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Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of legal terminology.
- Considerable knowledge of office systems, procedures and equipment.
- Considerable knowledge of word processing, and internet software.
- Considerable knowledge of business English, punctuation and grammar.
- Considerable knowledge of court rules, procedures and functions.
- Basic knowledge of the rules of law and legal principles.

Skill Requirements

- Ability to proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing and internet applications.
- Dictation skills.
- Elementary legal research skills.
- Written communication skills.
- Proofreading and editorial skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

Physical Requirements

- The essential functions of the job typically require: sitting, 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 is subject to some 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

- Judicial Secretary to the Chief Justice was last reviewed and updated 7/1/1999 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Updated 1/2/2002 by BCC based upon comments of the Court.
- Minimum requirements changed per Personnel Board action 3/2002.
- Minor changes approved and title changed from Judicial Secretary to the Chief Justice to Executive Judicial Assistant on 2/1/2014.
- 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.