



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Legal Self Help Center Paralegal

<b>Title of Immediate Supervisor:</b>	Director of Law Library
<b>Department/Division:</b>	Supreme Court Law Library / Supreme Court
<b>Pay Grade/FLSA Status:</b>	12 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

### General Summary or Purpose

The Legal Self Help Center Paralegal is responsible for responding to requests and assisting the public on court processes and procedures and assisting in creating and delivering public programs about court processes and the North Dakota Legal Self Help Center Program.

### Major Responsibilities & Essential Functions

1. Serves as the primary contact for the Legal Self Help Center.
2. Responds to inquiries from self-represented litigants and provides information and explanations about court processes, court rules, documents, and forms. Provides information about other resources that may provide further assistance.
3. Assists in developing forms, brochures, manuals, and online content.
4. Reviews and updates existing forms, brochures, manuals, and online content.
5. Reviews, analyzes, and interprets applicable laws and rules.
6. Assists in developing and delivering presentations for community groups, court personnel, and the general public about court processes and the Legal Self Help Center Program or arranges for others to deliver training as needed.
7. Assists in planning and organizing activities involving faculty, location, costs, and training, including negotiating contracts with speakers and vendors.
8. In the absence of other library staff, answers telephone calls, greets library patrons, and provides routine reference and research services.
9. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires one of the following:

1. A high school diploma and seven years of experience;
2. Successful completion of a national certifying examination specifically designed for legal assistants/paralegals which includes continuing legal education for maintenance of that certification;
3. Bachelor's degree and either one year of experience or 18 semester credit hours of legal assistant/paralegal substantive courses; or
4. Graduation from an ABA approved legal assistant/paralegal program.

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

Valid driver's license or evidence of equivalent mobility.

### 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 the basic principles of adult education and curriculum development.



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### 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.
- Proficiently uses related software programs.

### Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Work is performed in a comfortable office work environment.
- Employee is 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 **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

- Citizen Access Coordinator created 7/2/2015.
- Eliminated the type of degree required 10/1/2022.
- 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. Title changed from Citizen Access Paralegal to Legal Self Help Center Paralegal.