



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Paralegal-Supreme Court Justice Chambers

Title of Immediate Supervisor:	Justice
Department/Division:	Supreme Court Justice Chambers / Supreme Court
Pay Grade/FLSA Status:	12 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Paralegal-Supreme Court Justice Chambers is responsible for providing administrative and secretarial support to a Supreme Court Justice. Researches, analyzes, and summarizes case laws, administrative rules, regulations, administrative, and judicial decisions, prepares bench memorandum for pending cases, provides staff support for the justice on committees and projects, 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, including edits and proofs opinions and other documents for accuracy, clarity, and reviews points of law, citations, and statements of fact to verify proper application before an opinion is forwarded to the justice. Types and hypertexts opinions and documents for inclusion into the court's website. Proofs publishing advance sheets and submits corrections to publishers.
3. Assists justice with oral argument preparation by maintaining justice's records and case files for oral arguments.
4. Organizes justice's files for motions and case conferences. Archives files in accordance with procedures of the court.
5. Prepares reports in a concise and clear manner. Assists in the preparation of reports, speeches, presentations, or other correspondence for the justice. Composes bench memorandums, case summaries, reports, orders, and other documentation involving administrative or legal matters.
6. Serves as primary contact for the justice. Greets visitors, screens telephone calls and correspondence, provides information, and explains policies and procedures as appropriate. Acts as a liaison between the justice and personnel from other agencies, the public, and attorneys.
7. Coordinates meetings and maintains the calendar for the assigned justice. Provides the justice's schedule to assist the clerk of court in scheduling oral arguments.
8. Provides secretarial and clerical support to the justice by preparing, proofreading, and finalizing all correspondence, draft opinions, bench memorandums, or other materials.
9. 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 meetings and proceedings, performing related scheduling functions, maintaining continuing education records, preparing expense vouchers, and coordinating and implementing special projects or activities. Keeps the justice informed on project status and activities; provides staff support for various committees.
10. Trains newly hired staff, including incoming law clerks, about the operation of the chamber, justice preferences, and procedures; assists them in accomplishing work activities within the chamber.
11. Performs other duties of a comparable level or type or as assigned.



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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 office systems, procedures, and 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 judicial officers, court administrators, staff, representatives of other agencies, attorneys, and the public.
- Proficiently uses related software programs.
- 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.
- 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 scheduling and travel arrangements 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

- Paralegal-Supreme Court Justice Chambers created 3/4/2026.