



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead District Court Paralegal

Title of Immediate Supervisor:	Presiding Judge
Department/Division:	District Court
Pay Grade/FLSA Status:	*13 / Non-Exempt
Job Titles Accountable For:	Limited accountability for Court Reporters, Electronic Court Recorders, Electronic Court Recorder/Transcriptionists and District Court Paralegals.

General Summary or Purpose

In addition to the responsibilities included in the District Court Paralegal classification description, the Lead District Court Paralegal is responsible for coordinating orientation and training, assisting with scheduling, assisting in the review of applications and interviewing applicants, conducting periodic meetings and assigning, directing and reviewing work as directed by the presiding judge for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals within the district.

A lead position is optional and is limited to one of the three types of lead positions, Lead Electronic Court Recorder/Transcriptionist, Lead Court Reporter or Lead District Court Paralegal, per district.

Major Responsibilities & Essential Functions

Note: A position in this classification may not perform all the duties and responsibilities listed below.

1. Major responsibilities and essential functions listed in District Court Paralegal classification.
2. Coordinates orientation and trains newly hired court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals, including training on Odyssey, courtroom procedures and forms, arranges for shadowing of working court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals and training concerning scheduling for judicial officers.
3. Schedules court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals to a greater degree than expected under the general District Court Paralegal classification. Approves requested leave time. Ensures there is coverage for all judicial officers on a daily basis. This requires ongoing knowledge of the schedules of all judges within the district. Makes arrangements for coverage when a court reporter, electronic court recorder/transcriptionist, electronic court recorder and district court paralegal has vacation leave or sick leave and makes arrangements for coverage in emergency situations when a court reporter, electronic court recorder/transcriptionist or electronic court recorder calls in sick or has an emergency. This may include contacting and arranging for court reporting and electronic court recording services by an independent contractor if approved by the Court Administrator. Scheduling may also require assignment of a court reporter with real-time reporting capability in appropriate situations and maximizing efficiency in use of court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals.
4. Assists in reviewing applications and interviewing applicants for court reporter, electronic court recorder/transcriptionist, electronic court recorder and district court paralegal positions at the request of the presiding judge. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals within the district. Assists Court Administrator in communicating information concerning updates in procedures and policies. May include preparation of operations manual for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals and keeping the manual updated. Manages mentor program for new court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals.
6. Assigns tasks to accomplish prescribed work efficiently, gives direction concerning work procedures, communicates standards of performance, reviews work for conformance of standards and provides or gathers an assessment of performance as directed by the presiding judge for court reporters, electronic court recorder/transcriptionists, electronic court recorders and district court paralegals.



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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; and one year of experience in court recording in a court setting.

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; and one year of experience in court recording in a court setting.

Certifications or Licensing Requirements: (prior to job entry)

Requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter). 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.
- 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.



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Job Classification History

- Lead District Court Paralegal created 12/21/22.

***Pay Grade Exception** - A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.