



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead Paralegal

Title of Immediate Supervisor:	Varies
Department/Division:	District Court Judge Chambers / District Court
Pay Grade/FLSA Status:	*13 / Non-Exempt
Job Titles Accountable For:	Limited accountability for judicial support staff.

General Summary or Purpose

In addition to the responsibilities included in the Paralegal classification description, the Lead 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 or unit court administrator for judicial support staff within the District Court Judge Chambers.

A lead position is optional and is limited to one judicial support staff lead position 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 Paralegal classification.
2. Coordinates orientation and trains newly hired assigned staff, including training on Odyssey, courtroom procedures, and forms, arranges for shadowing of staff, and training concerning scheduling for judicial officers.
3. Schedules assigned staff to a greater degree than expected under the general 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 staff has vacation leave or sick leave and makes arrangements for coverage in emergency situations when staff 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 unit 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 assigned staff.
4. Assists in reviewing applications and interviewing applicants for paralegal assigned staff vacancies at the request of the presiding judge or unit court administrator. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the staff assigned within the district. Assists unit court administrator in communicating information concerning updates in procedures and policies. May include preparing and updating the operations manual for assigned staff and oversight of mentor programs for assigned staff.
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 or unit court administrator for assigned staff.
7. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires one of the following and one year of experience court recording in a court setting:

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.



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Certifications or Licensing Requirements: (prior to job entry)

- Valid Driver's license or evidence of equivalent mobility.
- 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 coordinate team functions and assign, direct, and review work of team members effectively.
- 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.
- 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 be 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

- Lead District Court Paralegal created 12/21/2022 and a pay grade exception was approved.
- *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.
- 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.