



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Education and Special Projects Coordinator

Title of Immediate Supervisor: Director of Education and Communication

Department: State Court Administrator's Office

Pay Grade/FLSA Status: 15 / Non-Exempt

Job Titles Accountable For: None

General Summary or Purpose

The Education and Special Projects Coordinator is responsible for assisting the Director of Education and Communication with administering the statewide continuing judicial education and professional development programs for the North Dakota Judicial System; writing and adapting curriculum and teaching courses; planning education-related events; coordinating special projects; assisting with internal and external communication initiatives and public education projects; and assisting in grant preparation, research, and reporting.

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions

1. Develops, coordinates, teaches, assesses, and evaluates judicial education and professional development programs for the North Dakota Judicial System and monitors compliance with mandatory continuing education policies/rules.
2. Assists with communication efforts including preparation of brochures and forms, the annual report, quarterly newsletter and other publications as part of a public information initiative; and assists with public outreach education programs. Coordinates the updating of benchbooks and other employee manuals.
3. Assists with development, coordination and implementation of special projects and performs other duties of comparable level or type that may be assigned; and other primary and secondary portfolios as determined by the State Court Administrator.
4. Prepares grant applications and required reports and researches new grant opportunities for the judicial system.
5. Performs other duties of a comparable level or type and may be assigned other primary and secondary portfolios as determined by the State Court Administrator.

Minimum Qualifications

Requires a bachelor's degree in education, public or judicial administration or closely related area and three years of professional experience in the field of adult education or communication, preferably in a court environment.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of the principles of adult learning in order to develop successful education programs.
- Knowledge of training, staff development and continuing education program development and administrative principles, practices and procedures.
- Knowledge of word processing, electronic spreadsheet, database and specialized court/case management software.
- Knowledge of the judiciary's administrative procedures and policies.



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Skill Requirements

- Leadership skills, including consensus-building skills and the ability to develop and motivate staff and inspire a team effort.
- Strong written and oral communication skills that will allow the individual to produce and present written and oral reports.
- Grant writing and grant funded program administration skills.
- Planning, prioritization and organizational skills to effectively manage a variety of responsibilities.

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 may be subject to some limited travel in the performance of the job. Employee does have control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: 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

- Description created 4/20/2005.
- Changes recommended by Personnel Policy Board were approved by the Supreme Court on 2/20/2008.
- 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.