



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Education and Communication Specialist

<b>Title of Immediate Supervisor:</b>	Director of Education and Communication
<b>Department/Division:</b>	Education / Office of the State Court Administrator
<b>Pay Grade/FLSA Status:</b>	15 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

### General Summary or Purpose

The Education and Communication Specialist 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 Court 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 Court System. Administers the learning management system, utilizes appropriate software to design online course modules, and monitors compliance with mandatory continuing education policies/rules.
2. Assists with communication efforts including management of daily website news content, preparation of brochures, the annual report, newsletters, 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 court 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 or as assigned.

### Minimum Qualifications

Requires a bachelor's degree and three years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree and experience requirements.

### 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 court system'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.
- Proficiently using required 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 environment.
- 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.
- 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 Education and Special Projects Coordinator to Education and Communication Specialist.