



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Clerk of District Court I

<b>Title of Immediate Supervisor:</b>	Unit Court Administrator
<b>Department/Division:</b>	Office of the Clerk of District Court / District Court
<b>Pay Grade/FLSA Status:</b>	17 / Exempt
<b>Job Titles Accountable For:</b>	Deputy Clerk of District Court / Deputy Clerk of District Court Supervisor

### General Summary or Purpose

The Clerk of District Court I is responsible for developing office operational procedures associated with all district court cases filed with district court and planning, directing organizing, and managing all department operations and personnel. If assigned, makes a verbatim record of district and juvenile court proceedings using audio recording equipment, creates and maintains annotations/tags, notes appearances and essential events during the proceedings. Performs courtroom duties. Supervises personnel directly or through designated supervisors.

The Clerk of District Court I differs from the Clerk of District Court II in that the latter classification supervises a larger staff (i.e. nine or more staff) and needs to devote a greater portion of their job to planning, procedural development, and coordination of staff due to the increase in cases, staff requirements, and the complexities of supervising a larger function.

### Major Responsibilities & Essential Functions

1. Plans, directs, organizes, supervises, and manages all department operations and personnel.
2. Performs, monitors, and supervises the daily functions and activities of court case management, records management, and court administration involving civil, criminal, traffic, or other cases from the initial filing of cases to final disposition.
3. Develops and coordinates the implementation of internal operating procedures and policies in the Clerk of District Court Office.
4. Carries out the duties of the office set by statute, rules, policies, and established procedures of the Supreme Court.
5. Supervises the financial aspect of case files including receipting and accounting for fees, fines, and bonds. Maintains financial records and prepares reports as required.
6. Assists in the development and monitors the Clerk of District Court budget.
7. Clerks hearings and accurately records court and jury trial proceedings through the use of audio recording equipment in-person or via remote recording. Responsibilities also require creating and maintaining annotations/tags, taking court notes during hearings to identify appearances, essential events and to locate and play back prior testimony. May require travel to other counties within a unit for court proceedings assigned to a district judge or referee.
8. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a high school diploma and four 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 experience requirement.

### Certifications or Licensing Requirements: (prior to job entry)

- Valid driver's license or evidence of equivalent mobility.
- If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within six months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.



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### Knowledge Requirements

- Extensive knowledge of the laws, rules, policies, and procedures that pertain to the North Dakota Court System.
- Comprehensive knowledge of appropriate legal terminology.
- Extensive knowledge of the purpose and content of documents required and used within the court unit.
- Extensive knowledge of the methods and techniques used to maintain accurate, complete, and timely court records.
- Understanding and knowledge of county, state, and district court administrative and office procedures.
- Knowledge of the equipment and use of computers, office software and applications, and general office equipment.

### Skill Requirements

- Management and leadership skills to effectively manage department and personnel.
- Planning and implementing new court operating procedures and methods.
- Skilled in planning, organizing, and efficiently maintaining court records and files.
- Skilled in interpreting court system policies, rules, guidelines, and procedures.
- Strong written and oral communication skills that will allow the individual to produce and present written and oral reports and serve as a liaison for the judicial district.
- Proficiently uses required software programs.
- Math skills relevant to budgeting.

### Physical Requirements

- The essential functions of the job typically require: grasping, sitting, stooping, crouching, kneeling, 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 work environment.
- Employee is 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 **Light**: Work involves 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

- Clerk of District Court I was last reviewed and updated 7/2000 by North Dakota Unified Judicial System.
- Classification description revised and updated 4/1/2001 by BCC.
- Changes recommended by the Personnel Policy Board were approved by the Supreme Court on 5/30/2007.
- Changed recommended by the Personnel Policy Board were approved by the Supreme Court on 5/6/2009, effective 7/1/2009.
- 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 4/12/2017, the Supreme Court approved amendments of the minimum qualifications to allow supervisory-related training in lieu of supervisory experience.
- Updated "Accountable For" section. On 8/26/2020, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to senior deputy Supreme Court clerk and deputy clerk of district court supervisor.
- 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.