



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Court Improvement Project Coordinator

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<b>Title of Immediate Supervisor:</b>	Assistant State Court Administrator
<b>Department/Division:</b>	Office of State Court Administrator / Juvenile Court
<b>Pay Grade/FLSA Status:</b>	17 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

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### General Summary or Purpose

This position is placed within the Court Improvement Project (CIP) of the State Court Administrative Office to manage, staff and coordinate activities of the CIP. The Court Improvement Project Coordinator assists in budget development, manages contracts relating to CIP grants and conducts analysis of court activities and programs related to juvenile and child welfare matters including best practice research, program evaluation, performance assessments, preparing reports for public dissemination and providing other technical assistance to the courts

### Major Responsibilities & Essential Functions

1. Staffs CIP Taskforce and works with various court systems and external committees to develop or revise documents and forms, propose changes to status, policies and procedures.
2. Researches, analyzes and interprets statewide data.
3. Develops and recommends CIP program goals and improvements. Monitors and reviews CIP program activities. Prepares, reviews and maintains statistical and other CIP program information. Generates reports and prepares written conclusions and recommendations.
4. Drafts reports for publications.
5. Communicates clearly and effectively with judges, court administrators, staff and senior positions in various state, federal, and local agencies.
6. Identifies and analyzes juvenile court compliance requirements with state and federal child protection laws.
7. Applies social science analytics, data management principles, simple programming and statistical methods to design, process and manage a variety of datasets to determine effectiveness of court programs.
8. Performs training needs analysis and arranges for or provides training relating to juvenile court and child welfare cases.
9. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires a bachelor's degree, preferably with major course work in business or public administration, statistics, social science, or related field with a concentration in research methods and one year of experience in research, development, evaluation or revision of programs.

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

Valid driver's license or evidence of equivalent mobility.

### Knowledge, Skills, and Abilities Requirements

- Knowledge of current statistical methods.
- Knowledge of children in need of protection and court processes is preferred.
- Skilled in analyzing, designing and extracting data.
- Skilled in use of Word, Excel, Outlook and other similar software.
- Skilled in researching and evaluating new and upcoming technologies that may benefit the judiciary.
- Skilled in providing technical assistance to judicial system personnel and committees
- Ability to derive, analyze and interpret court data
- Ability to draft reports for publications.
- Ability to communicate clearly and effectively with officials and staff.



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### Physical Requirements

- The essential functions of the job typically require: grasping, seeing, 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. Some travel is required.
- 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

- Court Improvement Project Coordinator created on 6/20/2023.