



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Youth and Family Court Specialist

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

### General Summary or Purpose

This position is placed within the Trial Court Services Department of the State Court Administrative Office to manage, staff, and coordinate activities of the Court Improvement Program (CIP). The Youth and Family Court Specialist 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 or as assigned.

### Minimum Qualifications

Requires a bachelor's degree and one year 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)

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.
- Ability to proficiently use required software programs.
- Skilled in researching and evaluating new and upcoming technologies that may benefit the court system.
- Skilled in providing technical assistance to court 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.
- 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 **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.
- 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 Court Improvement Project Coordinator to Youth and Family Court Specialist.