



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Clerk of District Court II

Title of Immediate Supervisor:	Court Administrator
Department:	District Court
Pay Grade/FLSA Status:	18 / Exempt
Job Titles Accountable For:	Deputy Clerk of District Court / Deputy Clerk of District Court Supervisor

General Summary or Purpose

The Clerk of District Court II is responsible for planning, directing, organizing and supervising all personnel assigned to the Office of the Clerk of District Court. This position is responsible for developing office operational procedures associated with all district court cases involving criminal, civil restricted, traffic or other cases filed with district court.

The Clerk of District Court II differs from the Clerk of District Court I in that the Clerk of District Court II 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, organizes and supervises the administration, process and operation of the Clerk of District Court Office.
2. Supervises the daily activities, functions and workflow of the office and its personnel. Monitors and supervises the daily functions and activities of court case management, records management and court administration involving cases of a civil, criminal, restricted, 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 Court.
5. Assists in the development and monitors the Clerk of District Court budget.
6. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires one of the following:

- Requires a bachelor's degree in judicial administration, public administration, business, management or a related degree and three years of experience including a combination of supervisory-related experience and progressively responsible administrative experience.
- or
- Associate degree in business, management, judicial administration, public administration or related degree and four years of experience including a combination of supervisory-related experience and progressively responsible administrative experience.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Extensive knowledge of the laws, rules, policies, and procedures that pertain to the North Dakota Judicial 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.



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Skill Requirements

- Skilled in providing technical direction and supervision over assigned district court personnel assigned.
- Leadership skills including, consensus-building and facilitation skills.
- Planning, prioritization and organization skills to effectively supervise a department.
- Planning and implementing new court operating procedures and methods.
- Skilled in planning, organizing and efficiently maintaining court records and files.
- Skilled in interpreting judicial 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.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/case management software.
- Math skills relevant to budgeting.

Physical Requirements

- The essential functions of the job typically require: 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.
- 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**: 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.