



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Manager of Specialized Dockets

Title of Immediate Supervisor:	Deputy State Court Administrator
Department/Division:	Trial Court Services / Office of State Court Administrator
Pay Grade/FLSA Status:	18 / Exempt
Job Titles Accountable For:	Richland County Adult Treatment Court Coordinator / Richland County Adult Treatment Case Aide / Veterans Treatment Court Coordinator / Veterans Treatment Court Mentor Coordinator

General Summary or Purpose

The Manager of Specialized Dockets is responsible for providing leadership in the development, expansion, and management of the statewide specialized dockets in accordance with the Rules of Court and Judicial Branch Administrative Rules, developing contracts, preparing budget recommendations, and approving program expenditures and monitoring program budgets. The majority of the duties involve overseeing the specialized dockets to ensure compliance with the best practices and guidelines established for specialized courts. Manages and supervises assigned personnel.

Major Responsibilities & Essential Functions

1. Plans, directs, organizes, supervises, and manages all personnel assigned.
2. Prepares and manages specialized docket budgets, reviews and authorizes program expenditures, and prepares monthly budget updates and projections to each docket.
3. Prepares and initiates contracts for services with outside vendors who support specialized dockets which includes defense counsel and life skills.
4. Plans, directs, and organizes activities involving faculty, courses, locations, costs, and training including negotiating contracts with speakers, vendors, and institutions for continuing education for all specialized docket team members.
5. Develops and designs brochures, participant manuals, and policy program manuals for all specialized dockets.
6. Serves as a direct liaison with federal, state, local authorities, and stakeholders.
7. Plans and directs all evaluations for the purposes of improving or monitoring the specialized dockets including contracts with vendors.
8. Investigates all complaints and assists in resolving complaints.
9. Reviews, analyzes, and interprets applicable rules and laws.
10. Develops and recommends program goals, improvements, policies, and standards; monitors and reviews program activities; prepares, reviews, and maintains statistical and other program information; prepares program trend information and generates reports for state and federal requirements.
11. Staffs the Juvenile Drug Court Advisory Committee and the Interdisciplinary Specialized Docket Committee.
12. Performs other duties of a comparable type 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)

Valid driver's license or evidence of equivalent mobility.



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Knowledge Requirements

- Extensive knowledge of court rules and procedures, legal documents, laws, and legal factors pertaining to the courts.
- Extensive knowledge of legal terminology.
- Extensive knowledge of all specialized dockets and their components, standards, and guidelines.
- Knowledge of the understanding of the principles, trends, and technical issues associated with the work.
- Knowledge of word processing, spreadsheets, and design software.
- Knowledge of specialized docket basic principles of education and curriculum development.
- Knowledge of basic principles of accounting and fiscal management.

Skill Requirements

- Supervision and leadership skills to effectively manage assigned personnel.
- Legal research skills.
- Analytical skills to review operating issues and make cogent recommendations.
- Proficiently uses required software programs.
- Skilled in designing and developing brochures and manuals.
- Strong written and oral communication skills to compose correspondence, legal documents, contracts, and to present written and oral documents.
- Prioritization and organization skills to initiate and complete projects without supervision.
- Interpersonal skills to interact effectively with office personnel, officials, agencies, and other external organizations.
- Extensive experience responsible for the most complex levels and project responsibilities.

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 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 **Secondary 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

- Manager of Specialized Dockets created 10/1/2024. 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.