



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Guardianship Monitoring Program Manager

Title of Immediate Supervisor: State Court Administrator

Department: Supreme Court

Pay Grade/FLSA Status: 19 / Exempt

Job Titles Accountable For: None

General Summary or Purpose

The Guardianship Monitoring Program Manager is responsible for developing procedures, guidelines and training materials to establish and maintain a Guardianship Monitoring Program; developing program protocols and standards; preparing budget recommendations, approving program expenses and monitoring the program budget; responding to requests from the public; creating and delivering public programs about court processes and about the Guardianship Monitoring Program. The majority of the job duties are program implementation and performing financial reviews of accounts filed by guardians or conservators. Work is performed under minimal supervision of the state court administrator.

Major Responsibilities & Essential Functions

1. Performs financial reviews of annual accounts filed by guardians or conservators as requested by judges, or the public, or as chosen for review under guidelines established for the program. Conducts telephone or in-person interviews with guardians or conservators. Reviews case documents and supporting financial documentation. Works closely with attorneys, accountants, bank officials, financial managers and other concerned parties as needed to audit accounts. Files detailed reports of findings and may be required to testify in support of the findings.
2. Contracts with Court Visitors to do follow-up checks on selected guardianship or conservatorship cases. Maintains a list of Court Visitors who meet criteria pursuant to state statute, court rules, and court policies. Ensures written reports are filed timely with the district court and that any issues identified are appropriately brought to the judge's attention.
3. Develops and recommends program goals, improvements, policies and standards. Prepares, maintains and reviews statistical and other program information. Prepares program trend information. Generates reports and prepares written conclusions and recommendations.
4. Responds to inquiries from litigants and the public to provide information and explanations about the Guardianship Monitoring Program, court processes, court rules, and documents and forms used in guardianship and conservatorship cases.
5. Receives and reviews complaints related to the performance of guardians and conservators. In response to complaints, may investigate allegations of financial mismanagement, may assign a court visitor to conduct a home visit of a ward or conservatee, or make appropriate referrals to adult protective services, prosecuting attorneys, law enforcement or other applicable entities.
6. Researches and identifies potential sources of new funding including partnerships with public or non-profit agencies, and local, state and federal grant opportunities; prepares grant applications; manages grants received and prepares necessary reports and other communications.
7. Responds to inquiries about the Guardianship Monitoring Program; prepares press releases about the program; develops information and presentations about the program; and makes presentations to community groups and court personnel.
8. Develops and administers program budget. Prepares budget projections. Reviews and authorizes program expenditures. Initiates contracts for services and monitors contract compliance.
9. Trains clerks of court and other court staff to review guardianship and conservatorship annual reports and to identify warning signs of financial mismanagement.
10. Participates on statewide committees and other special projects as applicable or as assigned to promote awareness of issues and enhancement of services related to guardianship, conservatorship, power-of-attorney, and exploitation and abuse of vulnerable adults. Recommends amendments to statutes, rules, or court policy. Monitors relevant legislation and testifies, as needed.
11. Performs other duties of a comparable level or type.



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Minimum Qualifications

Requires a bachelor of accounting degree and a minimum of 3 years of auditing or accounting experience.

In addition to the education requirements, a minimum of 3 years experience in program management or coordinating a statewide program is desired.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Considerable knowledge of generally accepted accounting principles and practices.
- Knowledge of the principles and practices of budgetary development in the public sector and judiciary.
- Understands and has knowledge of the legislative process and role of other branches of government in matters pertaining to the budgetary process.
- Knowledge of accounting software and accounting systems, its functionalities, use, requirements and operations.
- Basic knowledge of legal terminology and court processes relevant to guardianship and conservatorship cases.

Skill Requirements

- Ability to develop, organize and manage a statewide program and related projects considerable knowledge of generally accepted accounting principles and practices.
- Ability to evaluate the work of contract holders.
- Ability to communicate with individuals at all levels within and outside of the organization concerning fiscal and accounting practices, concerns and issues.
- Ability to evaluate data and write clear, concise reports.
- Ability to perform a variety of investigative work and document analysis.
- Ability to understand, interpret and apply appropriate provisions of statute, rules and policies applicable to guardianship and conservatorship.
- Ability to use and develop spreadsheets and data analysis capabilities of automated accounting software system.
- Ability to organize, plan and prioritize work needs and projects.

Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Employee may be required, in the performance of the job, to travel to various courts across the state. Employee has control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. Work is performed in a comfortable work environment.
- 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

- Classification created 09/2015.