



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Deputy Court Administrator

Title of Immediate Supervisor:	Court Administrator
Department/Division:	District Court
Pay Grade/FLSA Status:	20 / Exempt
Job Titles Accountable For:	Job titles as designated by Court Administrator

General Summary or Purpose

This is a highly responsible, advanced administrative and managerial position which, working under the direction of the Court Administrator, assists in the management of a judicial administrative unit.

Assigned duties may include planning, directing and overseeing the work of unit management staff who are responsible for significant administrative and operational areas within the unit. Duties may also involve analyzing, planning and organizing special projects and providing leadership in complex administrative and operational areas. Work is performed under the general direction of the Court Administrator. Responsibility for supervision of subordinate personnel may be delegated by the Court Administrator.

Major Responsibilities & Essential Functions

1. Assists and advises the Court Administrator in the administration of activities associated with research, management, systems analysis, automation, court studies and facilities.
2. Independently conducts project research and system analysis.
3. Engages in tasks related to programming, office automation, telecommunications and video applications and provides technical assistance and support to clerks of district court, juvenile court and county offices.
4. Participates in the formulation of court management policies, goals and priorities with judicial policymakers; prepares revised procedures when necessary.
5. Assists and advises the Court Administrator in the supervision of subordinates who participate in research on and evaluations of existing programs. Considers recommendations on modifications; engages in both short and long-term planning.
6. Oversees the development and direction of special research projects for improvement in court operations or policies; examines proposed programs and legislation to determine impact; serves as staff to various task forces; serves on various committees.
7. Oversees court statistical reporting system; regularly analyzes data and prepares statistical reports.
8. Participates in the development of long-range construction plans for judicial facilities; reviews, evaluates and provides recommendations to the Court Administrator for all requests for construction or remodeling of facilities.
9. Participates in the monitoring, planning, development and operation of telecommunication services and video systems.
10. Participates in all unit human resource activities; prepares and facilitates programs relating to staff development.
11. Assists and advises the Court Administrator in preparation of unit budgets and approves and monitors expenditures in assigned areas; participates in all financial processes.
12. Represents the Court Administrator in meetings with the public and private agencies, the news media and the public in absence of the Court Administrator.
13. Resolves complaints on court-related matters from the public, law enforcement, attorneys and others.
14. Develops and administers various statewide programs as assigned and chairs committees as directed by the State Court Administrator.
15. Performs other duties of a comparable level or type.



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Minimum Qualifications

Graduation from a four-year college or university with major coursework in judicial administration, public administration, business administration or related fields.

or a related area and four years of progressive administrative experience in a court or legal setting experience or related job experience.

Three years of experience with duties in a managerial or supervisory area, preferably with the trial court, juvenile court or related area. A master's degree in judicial administration, public administration, business administration or related area may be substituted for one year of experience. Certification as a Fellow from the National Center for State Courts' Institute for Court Management may be substituted for one year of experience.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Preferred certification as a fellow from the National Center for State Courts' Institute for Court Management.

Knowledge Requirements

- Considerable knowledge of the principles and procedures of organizational and management analysis.
- Considerable knowledge of the principles and procedures of planning, budgeting and grant administration.
- Considerable knowledge of the application of automation techniques to the court system.
- Considerable knowledge of court procedures, legal documents, laws and legal factors pertaining to the court.
- Considerable knowledge of the organization, functions, responsibilities and procedures of the courts.
- Considerable knowledge of modern principles and practices of public and judicial administration.

Skill Requirements

- Ability to participate in the organization, direction and coordination of the administrative activities of a large administrative unit in a manner conducive to full performance and high morale.
- Ability to conduct conferences and meetings and to express ideas clearly in writing and orally before the judges of the courts and representatives of government agencies, industry and the public.
- Ability to plan and conduct studies designed to improve the management of the courts, to prepare recommendations and to implement such recommendations when approved.
- Ability to organize, direct and coordinate the activities of subordinates.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.

Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, talking, hearing, seeing, feeling, reaching or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Regular travel is required in the performance of the job. Employee does have some control over travel schedule and can often 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 frequently or constantly to move objects. It may be necessary to carry objects weighing less than 50 pounds such as papers, files and office equipment.



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Job Classification History

- Classification approved by Supreme Court on 1/5/11. Replaces Trial Court Manager classification.
- On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 9/21/22, Assistant Court Administrator classification title changed to Deputy Court Administrator.