



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Deputy Court Administrator

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

General Summary or Purpose

This is a highly responsible, advanced administrative, and managerial position which, working under the direction of the Unit Court Administrator, assists in the management of a court system 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 Unit Court Administrator. Manages and supervises assigned personnel.

Major Responsibilities & Essential Functions

1. Plans, directs, organizes, supervises, and manages all personnel assigned.
2. Assists and advises the Unit Court Administrator in the administration of activities associated with research, management, systems analysis, automation, court studies, and facilities.
3. Independently conducts project research and system analysis.
4. 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.
5. Participates in the formulation of court management policies, goals, and priorities with judicial policymakers; prepares revised procedures when necessary.
6. Assists and advises the Unit 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.
7. 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.
8. Oversees court statistical reporting system; regularly analyzes data, and prepares statistical reports.
9. Participates in the development of long-range construction plans for judicial facilities; reviews, evaluates, and provides recommendations to the Unit Court Administrator for all requests for construction or remodeling of facilities.
10. Participates in the monitoring, planning, development, and operation of telecommunication services and video systems.
11. Participates in all unit human resource activities; prepares and facilitates programs relating to staff development.
12. Assists and advises the Unit Court Administrator in preparation of unit budgets and approves and monitors expenditures in assigned areas; participates in all financial processes.
13. Represents the Unit Court Administrator in meetings with the public and private agencies, the news media, and the public in absence of the Unit Court Administrator.
14. Resolves complaints on court-related matters from the public, law enforcement, attorneys, and others.
15. Develops and administers various statewide programs as assigned and chairs committees as directed by the State Court Administrator.
16. Performs other duties of a comparable level or type or as assigned.



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Minimum Qualifications

Requires a bachelor's degree and four 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.
- 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

- Supervision and leadership skills to effectively manage assigned personnel.
- 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: grasping, 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.
- Work is performed in a comfortable office environment.
- Employee is subject to 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 **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 1/5/2011. Replaces Trial Court Manager classification.
- 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 9/21/2022, Assistant Court Administrator classification title changed to Deputy Court Administrator.
- 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.