



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Director of Education and Communication

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<b>Title of Immediate Supervisor:</b>	State Court Administrator
<b>Department:</b>	Office of State Court Administrator
<b>Pay Grade/FLSA Status:</b>	21 / Exempt
<b>Job Titles Accountable For:</b>	Education and Special Projects Coordinator

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### General Summary or Purpose

The Director of Education and Communication is responsible for administration of the statewide continuing judicial education and professional development programs for the North Dakota Judicial System. The position develops and oversees internal and external communication initiatives; directs and coordinates public education projects; researches and prepares grant applications; monitors and reports on grant-funded projects; and oversees design, development and implementation of special projects not otherwise assigned to other divisions.

### Major Responsibilities & Essential Functions

1. Develops, directs, teaches, assesses, and evaluates judicial education and professional development programs for the North Dakota Judicial System; develops and oversees expenditures of budgets; and develops and implements internal procedures related to judicial branch education.
  - Prepares and submits operational budgets, makes recommendations to the Continuing Judicial Education Commission and State Court Administrator regarding the operational needs of education-related activities.
  - Conducts education needs assessments for specific target populations and conceptualizes, researches and writes proposals for new courses and training programs.
2. Develops and implements strategies to communicate issues, events, policies, and procedures important to the North Dakota Judicial System, its customers, and the public.
  - Directs the development and implementation of a communications plan to enhance the visibility and promote judicial education programs.
  - Oversees the preparation and design of brochures, forms and other information designed to assist or educate the public.
  - Negotiates services of external communication partners and recommends contracts with vendors to the State Court Administrator.
  - Develops, coordinates, and supports public outreach education efforts.
3. Directs preparation of grant applications and budgets, monitors progress on grant-funded projects and writes and submits required reports; and researches new grant opportunities for the judicial system.
4. Directs the development, coordination and implementation of special projects and performs other duties of comparable level or type and may be assigned other primary and secondary portfolios as determined by the State Court Administrator.

### Minimum Qualifications

Requires a bachelor's degree in education, communication, public or judicial administration, or directly related area and three years of progressively responsible experience in the field of adult education, communication, or grant writing. Preference will be given to those with prior experience at a comparable level in a legal or court environment.

### Certifications or Licensing Requirements: (prior to job entry)

None.



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### Knowledge Requirements

- Knowledge of basic principles and practices of court administration.
- Knowledge of basic court rules and procedures, legal documents, statutes and laws pertaining to the court.
- Knowledge of the principles of management and supervision.
- Knowledge of word processing, electronic spreadsheet, database and specialized court/case management software.
- Knowledge of judicial branch administrative procedures and policies.
- Knowledge of the principles of public relations.

### Skill Requirements

- Skilled in providing technical direction and supervision over professional and clerical staff.
- Leadership skills including, consensus-building and facilitation skills and related projects.
- Planning, prioritization and organization skills to effectively manage a department.
- Analytical skills to review training needs and educational requirements, make cogent recommendations, and develop effective training plans and programs to meet the needs of the judiciary.
- Strong written and oral communication skills that will allow the individual to produce and present written and oral reports.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/case management software.
- Grant writing and grant funded program administration skills.
- Math skills relevant to budgeting.

### 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 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

- Classification created 10/11/2007.
- 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.