



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Staff Attorney-Joint Procedure Committee

Title of Immediate Supervisor:	State Court Administrator
Department/Division:	Office of State Court Administrator / Legal
Pay Grade/FLSA Status:	21 / Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Staff Attorney-Joint Procedure Committee is responsible for providing research, proposed rules and legislation drafts, and advice to the Joint Procedure Committee and other Supreme Court advisory committees responsible for studying court issues, operational concerns, or court processes, as assigned. This position drafts procedural rules, amendments to procedural rules, legislation, and legal memoranda for the Joint Committee and other committees, as assigned.

Major Responsibilities & Essential Functions

1. Conducts legal research and analysis of rules, statutes, regulations, legal precedents, and legislative/rule history. Prepares legal memoranda, proposed rules and rule amendments, and legislation. Provides staff services and support to the Joint Procedure Committee and other advisory committees of the Supreme Court, as assigned.
2. Prepares rules and minutes of the Joint Procedures Committee for posting on the Supreme Court's website. Assists in the maintenance and development of web-based information functions.
3. Serves as a legislative analyst or liaison monitoring and tracking legislation that may have an impact on the procedural rules or the judiciary.
4. Communicates, informs, and provides information and or research to members of the public, media, judges, or court personnel regarding judicial procedural rules, policies, programs or other matters pertaining to the judiciary.
5. Testifies before legislative committees to persuade, present, and explain the research, facts, conclusions, and perspectives of the court, the Joint Procedure Committee, and other committees regarding the issues before the legislature.
6. Assist the State Court Administrator in drafting or preparing various legal memoranda or documents for the Court.
7. Perform other duties of a comparable level or type.

Minimum Qualifications

Requires a juris doctor degree from an accredited law school and a minimum of two years related experience conducting legal research, serving in a legislative research capacity or related area; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certifications or Licensing Requirements: (prior to job entry)

Licensed to practice law in the State of North Dakota.

Knowledge Requirements

- Extensive knowledge of general law, state laws, established precedents, and sources of legal research.
- Extensive knowledge of court system operations and court procedures.
- Knowledge of logical theorems and their application to legal precedent, rules of legal interpretation, and statutory interpretation.
- Knowledge of court administration and office management policies and procedures.



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Skill Requirements

- Skilled in conducting legal research and the application and interpretation of legal concepts, principles, and legal theorems to specific rules and issues.
- Skilled in organizing, planning and prioritizing own work priorities, needs and projects.
- Skilled in the use of legal research resources and software (i.e. Westlaw, LawDesk, Mische, Premise, etc.) and general office support applications (i.e. word processing and other desktop software/applications).
- Skilled in formulating, writing and drafting legislation, proposals, and legal memoranda in a clear, concise and coherent manner.
- Skilled in applying sound legal judgment based upon the legal principles, rules, concepts, precedents and issues that are being addressed by the Joint Procedure Committee or other advisory committees of the Supreme Court.
- Skilled in presenting and communicating controversial or complex topics in an effective and persuasive manner in public presentations and speeches before Joint Procedure Committee and other committees of the judiciary, legislative committees, judges, other attorneys, members of the public or judiciary staff.

Physical Requirements

- The essential functions of the job typically require: grasping, walking, sitting, talking, hearing, seeing, feeling, fingering and some repetitive motions.
- Work is performed in a comfortable office environment.
- Occasional travel is required.
- Physical requirements can typically be characterized as **Light Work**: Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- Position description updated 12/10/1997.
- Classification description updated by BCC 3/5/2001.
- 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.