



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Staff Attorney-State Court Administrator

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 researches, supports and advises to various Supreme Court advisory committees and Judicial Conference committees responsible for studying court issues, operational concerns or court processes and concerns. Assists committees to formulate and draft briefs and/or proposed legislation. Provides legal services and support to staff in the Office of the State Court Administrator.

Major Responsibilities & Essential Functions

1. Provides legal research, support and staff services to various judicial committees investigating and studying court related processes, problems or issues. Assists the committees in conducting background history and research pertaining to the work of the committee(s). Prepares briefs, assists committees, drafts procedures, rules and/or proposed legislation.
2. Provides legal research services for members and staff in the Office of the State Court Administrator.
3. Serves as a legislative analyst or liaison monitoring and tracking legislation introduced, pending or acted upon in the legislature that are relevant or may impact the operations of the Supreme Court.
4. Communicates, informs, and provides information and/or research to members of the public, media, judges, or court personnel regarding judicial services, policies, programs, legislative initiatives, or other matters pertaining to the court.
5. Testifies before legislative committees to persuade, present and explain the research, facts, conclusions and perspectives of the court regarding the issues before the committee(s).
6. Assists the State Court Administrator in drafting or preparing various manuals or documents for the Court.
7. Performs 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 laws, state laws, established precedents, and sources of legal research.
- General knowledge of court administration and office management policies and procedures.
- Extensive knowledge of court system operations, court procedures and rules.
- Knowledge of state and federal rules of procedure and law.



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Skill Requirements

- Skilled in conducting legal research and the application and interpretation of legal concepts, principles and evidence, facts and legal precedent.
- 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, Miche, Premise, etc.) and general office support applications (i.e. word processing and other desktop software/applications).
- Skilled in formulating, writing and drafting legislation, proposals, or briefs.
- Skilled in applying sound legal judgment based upon the legal principles, rules, concepts, precedents and issues that are being addressed by committees of the court of the Office of the State Court Administrator.
- Skilled in presenting and communicating controversial or complex topics in an effective and persuasive manner in public presentations and speeches before judiciary committees, legislative committees, members of the public, other attorneys, or staff of the court.

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 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.