



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Juvenile and Family Services

Title of Immediate Supervisor:	Deputy State Court Administrator
Department/Division:	Trial Court Services / Office of the State Court Administrator
Pay Grade/FLSA Status:	*22 / Exempt
Job Titles Accountable For:	Juvenile Court Services Data Specialist / Youth and Family Court Specialist / Guardianship Program Monitor

General Summary or Purpose

The Director of Juvenile and Family Services is responsible for providing information and recommendations to the Juvenile Policy Board, Alternative Dispute Resolution Joint Committee, ESUPERVISION User Group, and others on matters concerning statewide juvenile courts and family services. Implements and monitors compliance with policies and practices established by the Juvenile Policy Board and Supreme Court. Oversees the operation of the court-sponsored mediation programs, Guardianship Monitoring Program, Court Improvement Program, and Parenting Coordinator Roster. Manages and supervises all personnel assigned.

Major Responsibilities & Essential Functions

1. Responsible for planning, directing, organizing, supervising, and managing all personnel assigned.
2. Develops procedures and implements policies and programs relating to juvenile court, court-sponsored mediation, guardianship, and parenting coordination consistent with directives established by the Juvenile Policy Board, the Supreme Court, and other relevant groups.
3. Plans, organizes, and directs to provide juvenile court, court-sponsored mediation, guardianship and parenting coordination policy and practice in accordance with court rules, local ordinances, federal and state laws, administrative rules, and policies.
4. Provides staff services to the Juvenile Policy Board and lay Guardian Review Board. Represents the court on the Joint Alternatives Dispute Resolution Committee, STOP Committee, State Juvenile Justice Advisory Group, and other committees as assigned.
5. Develops strategies for improving juvenile court service and technology.
6. Serves as a liaison for the court system with state and local governmental entities. Provides information, analysis, and recommendations to commissions and task forces and testifies before the legislature.
7. Negotiates, manages, evaluates, and releases contracts for juvenile and family mediation services.
8. Assists in the preparation of the biennial budget for the juvenile court, the Family Mediation Program, and the Guardianship Monitoring Program. Reviews and approves expense vouchers, purchase requisitions, and monitors contract service billings.
9. Oversees the recruitment, screening, interviewing, selection, reference, and background checks of all mediators. Directly manages day-to-day tasks of the court-sponsored mediation programs.
10. Serves as the domestic violence point of contact for the court.
11. Plans for training and education of mediators, juvenile court, and parenting coordinators.
12. Prepares, maintains, and reviews juvenile court and court-sponsored meditation statistical data, juvenile court staff studies, and other program information. Generates reports and prepares written conclusions and recommendations.
13. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree and three 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.



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Knowledge Requirements

- Considerable knowledge of family and juvenile judicial process, rules, and laws.
- Considerable knowledge of juvenile supervision, child welfare, and family court services principles and practices.
- Considerable knowledge of modern principles and practices of public and judicial administration.
- Considerable knowledge of the principles and procedures of planning, budgeting, and grant administration.
- Knowledge of word processing, electronic spreadsheets, databases, and specialized court/case management software.
- Knowledge of modern management and supervisory procedures and techniques.
- Knowledge of the basic principles of adult education and curriculum development.
- Knowledge of current statistical methods and data management systems.

Skill Requirements

- Supervision and leadership skills to effectively manage assigned personnel.
- Ability to develop, organize, and direct juvenile and family court services and related projects.
- Ability to evaluate the work of contract holders.
- Ability to communicate at all levels, both orally, and in writing.
- Ability to relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys, and the public.
- Ability to plan for and monitor fiscal resources and contracted services.
- Ability to negotiate.
- Ability to plan and conduct studies designed to improve the management of the courts, prepare recommendations, and implement such recommendations when approved.
- Proficiently uses required software programs.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee is subject to some 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 **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Job Classification History

- Director of Juvenile and Family Services created 10/1/2024. 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.
- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 9/11/2024 effective 10/1/2024. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.