



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Director of Law Library

<b>Title of Immediate Supervisor:</b>	Chief Justice
<b>Department / Division:</b>	Law Library / Supreme Court
<b>Pay Grade/FLSA Status:</b>	*22 / Exempt
<b>Job Titles Accountable For:</b>	Legal Self Help Center Paralegal / Assistant Law Librarian

### General Summary or Purpose

The Director of Law Library is responsible for overseeing the operations of the Supreme Court Law Library and the North Dakota Legal Self Help Center Program. Develops procedures, guidelines, and training materials; approves program expenses and monitors the program budget; responds to requests from the public; and creates and delivers programs about court processes. Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.

### Major Responsibilities & Essential Functions

1. Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.
2. Researches, develops, maintains, and interprets forms, informational guides, research guides, standardized written responses, and webpage for the North Dakota Legal Self Help Center Program.
3. Develops and implements Law Library and Legal Self Help Center policies, procedures, and standards, including for the state prison and county jail systems. Maintains and reviews statistical information and prepares written reports, including an annual report for the Legal Self Help Center.
4. Develops and administers Law Library budget for electronic subscriptions and print. Reviews and authorizes Law Library expenditures for electronic subscriptions and print. Evaluates Law Library collection and approves proposals for additional electronic subscriptions and/or print to develop the collection.
5. Assists Law Library and Legal Self Help Center patrons as back-up to the staff. Provides assistance with complex Law Library and Legal Self Help Center requests.
6. Negotiates with vendors and manages the contracts for legal research subscriptions and materials.
7. Selects and orders print materials for Law Library and Legal Self Help Center patron use.
8. Serves on the State's Blue Book Committee and ODIN Advisory Council. Coordinates gathering information for the Blue Book about the North Dakota state and federal court systems with staff.
9. Develops and maintains forms for self-represented litigants requested and approved by the court system committees and workgroups on the Legal Self Help Center webpage.
10. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a juris doctor degree from an accredited law school and two 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 experience requirement.

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

- Valid driver's license or evidence of equivalent mobility.
- North Dakota law license or ability to obtain within one year of job entry.



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### Knowledge Requirements

- Knowledge of the principles, methods, and procedures of library administration.
- Considerable knowledge of judicial process, rules, and laws.
- Knowledge of the basic principles of adult education and curriculum development.
- Knowledge of the basic principles of public accounting and fiscal management.

### Skill Requirements

- Management and leadership skills to effectively manage a department and personnel.
- Develop, organize, and manage a statewide program and related projects.
- Communicate at all levels both orally and in writing.
- Relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys, and the public.
- Evaluate and write clear, concise reports.
- Proficiently uses related 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 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 20 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 Law Library 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.