



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Lead Staff Attorney-District Court

Title of Immediate Supervisor:	Varies
Department/Division:	District Court Judge Chambers / District Court
Pay Grade/FLSA Status:	*&**22 / Exempt
Job Titles Accountable For:	Limited accountability for judicial support staff

General Summary or Purpose

In addition to the responsibilities included in the Staff Attorney-District Court classification description, the Lead Staff Attorney-District Court is responsible for coordinating orientation and training, assisting with scheduling, assisting in the review of applications and interviewing applicants, conducting periodic meetings, and assigning, directing, and reviewing work as directed by the presiding judge or unit court administrator for judicial support staff within the District Court Judge Chambers.

A lead position is optional and is limited to one judicial support staff lead position per district.

Major Responsibilities & Essential Functions

Note: A position in this classification may not perform all the duties and responsibilities listed below.

1. Major responsibilities and essential functions listed in Staff Attorney-District Court classification.
2. Coordinates orientation and trains newly hired assigned staff including training on Odyssey, courtroom procedures, and forms, arranges for shadowing of staff and training concerning scheduling for judicial officers.
3. Schedules assigned staff to a greater degree than expected under the general Staff Attorney-District Court classification. Approves requested leave time. Ensures there is coverage for all judicial officers on a daily basis. This requires ongoing knowledge of the schedules of all judges within the district. Makes arrangements for coverage when staff have vacation leave or sick leave and makes arrangements for coverage in emergency situations when staff call in sick or have an emergency. This may include contacting and arranging for court reporting and electronic court recording services by an independent contractor if approved by the unit court administrator. Scheduling may also require assignment of a court reporter with real-time reporting capability in appropriate situations and maximizing efficiency in use of assigned staff.
4. Assists in reviewing applications and interviewing applicants for assigned staff vacancies at the request of the presiding judge or unit court administrator. May also be requested to assist in recruitment.
5. Conducts periodic meetings of the staff assigned within the district. Assists unit court administrator in communicating information concerning updates in procedures and policies. May include preparing and updating the operations manual and oversight of mentor programs for assigned staff.
6. Assigns tasks to accomplish prescribed work efficiently, gives direction concerning work procedures, communicates standards of performance, reviews work for conformance of standards, and provides or gathers an assessment of performance as directed by the presiding judge or unit court administrator for assigned staff.
7. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a juris doctor degree from an accredited law school, two years of related experience, and one year of experience court recording in a court setting. 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.



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Certifications or Licensing Requirements: (prior to job entry)

- North Dakota law license.
- Valid driver's license or evidence of equivalent mobility.
- Requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within six months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Knowledge Requirements

- Extensive knowledge of federal and state constitutional laws, statutory law, and court case precedent.
- General knowledge of court administration and office management policies and procedures.
- Extensive knowledge of court system operations, court procedures, and rules including legal rules of evidence, civil procedures, criminal procedures, and appellate procedures.
- Knowledge of logical legal theorems, their application to legal precedent, rules of legal interpretation, and statutory interpretation.
- Knowledge of electronic recording equipment.

Skill Requirements

- Ability to coordinate team functions and assign, direct, and review work of team members effectively.
- Skilled in organizing, planning, and prioritizing own work priorities, needs, and projects.
- Skilled in balancing the workload of assignments from all judges in the district and prioritizing matters that are assigned.
- Skilled in learning, understanding, and utilizing the preferences and writing style of all judges in the district.
- Skilled in conducting legal research and the application and interpretation of legal concepts, principles, and legal theorems to the specifics of individual cases.
- Skilled in the use of legal research resources and software (i.e. Westlaw, Lexis Nexis, etc.), and general office support applications (i.e. word processing and other desktop software/applications).
- Skilled in formulating, writing, and drafting legal orders in a clear, concise, and coherent manner in accordance with the requirements of the court.
- Skilled in applying legal principles, rules, concepts, precedents, and cases in addressing individual cases and legal problems/issues.
- Skilled in presenting and communicating controversial or complex topics in an effective and persuasive manner in public presentations and speeches before managers, courts, boards, judges, or committees.

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 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.



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Job Classification History

- Lead Staff Attorney-District Court 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.
- **A step increase exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 9/11/2024 effective 10/1/2024. A step increase exception is the granting of up to a one-step increase in pay grade. This may be done to recruit and retain qualified individuals in the same pay grade. This may happen when the technical duties and educational requirements of a position score higher than lead worker responsibilities and education requirements and no factors in the Classification Matrix System change.