



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Staff Attorney-State Court Administrator

Title of Immediate Supervisor:	State Court Administrator
Department/Division:	Administration / Office of the State Court Administrator
Pay Grade/FLSA Status:	*22 / 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 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)

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

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, Mille, 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, 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 **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.
- 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.