

## TRIAL COURT ADMINISTRATION

Policy 514

August 24, 2004

### **DISTRICT COURT STAFFING STANDARDS**

#### **SECTION 1. Authority and Purpose.**

Under Administrative Rule 22, the Administrative Council has responsibility for developing uniform administrative practices for the district courts. The Council recognizes the need to develop a systematic method of reviewing staffing needs.

#### **SECTION 2. Application.**

Standards outlined in this policy will serve as the basis for making recommendations to the Chief Justice relating to requesting new positions, filling vacancies, reallocating positions, or eliminating positions.

Recommendations made pursuant to this policy will be the recommendation of the Administrative Council.

#### **SECTION 3. Process**

1. Requests to fill a vacancy will be forwarded to the State Court Administrator for review.
2. Upon receipt of the request, the State Court Administrator will:
  - a. Approve the request; or
  - b. Determine that an analysis of the position is required and assign the work.
3. If the State Court Administrator determines that an analysis is required, the Assistant State Court Administrator for the Trial Courts will be assigned to work with the supervisor to conduct a review of the position.
4. The analysis will address, among others, the following:
  - a. What duties are carried out?
  - b. What duties are essential to the core functions of the judiciary?
  - c. What duties can reasonably be assigned to other individuals?

- d. Are there duties that can be eliminated through a policy change or because duties are being carried out which are not essential to the core function?
  - e. What has the district done to improve efficiencies and to look at the divisions apart from the immediate position?
5. The district will be the unit of measurement with the district court, juvenile court, clerk of court, and administrative office considered together. The staffing ratio will be:
- a. One secretary/reporter per judge or referee.
  - b. One secretary and one calendar control clerk in the Northwest, Northeast Central, East Central, and South Central districts.
  - c. One half-time secretary for the administrative office in the Northeast, South east, and Southwest districts.
  - d. One secretary per three juvenile court officers in an office with a minimum of one secretary in each office.
  - e. According to the juvenile court and clerk of court workload standards.
6. Referee positions will be based on the judicial weighted caseload study.
7. The analysis will be forwarded to the State Court Administrator for review.
8. The State Court Administrator will prepare a recommendation to the Chief Justice recommending that the position be filled, be eliminated, or the position be eliminated but be identified as a priority to be filled by future vacancies.
9. The State Court Administrator will inform the Administrative Council of the priority of positions put on hold.
10. Provisions of Administrative Policy 219, Reduction-in-Force, takes precedence over this policy. However, these standards may be used to consider the need for a position under the reduction-in-force policy.

*NOTE:* For purposes of this policy, juvenile court offices are located in Williston, Minot, Bottineau, Devils Lake, Grafton, Grand Forks, Fargo, Wahpeton, Valley City, Jamestown, Bismarck, and Dickinson.