

NORTH DAKOTA COURT SYSTEM



DEPUTY CLERK OF DISTRICT COURT

The Deputy Clerk of District Court is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, traffic or other cases before the district court from initial filing to final disposition and for assisting other court personnel in completing these duties.

THE IDEAL CANDIDATE

If you would enjoy reviewing documents to determine conformity to court procedures and rules and are obsessed with details and accuracy this opportunity may be right for you.

- Thrives in a highly structured, deadline oriented and fast-paced environment.
- Enjoys applying many procedures and rules.
- Pays strong attention to detail ensuring accuracy of work.
- Gives excellent customer service.
- Easily adapts to changes.
- Shows initiative and dependability.

MINIMUM QUALIFICATIONS

- High school diploma and 2 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.
- Applicants with no experience or less than 2 years of experience may be considered at a training wage.

POSITION TYPE/SALARY

Full-Time Position / \$4,542

PROMOTIONAL OPPORTUNITIES

- Deputy Clerk of District Court
- Deputy Clerk of District Court Supervisor
- Clerk of District Court
- Deputy Court Administrator
- Unit Court Administrator
- Deputy State Court Administrator
- State Court Administrator

EDUCATION REIMBURSEMENT

- 100% for courses directly related to current position
- 80% for courses required toward the degree recommended in the position's career ladder
- \$15,000 lifetime maximum

REALISTIC JOB PREVIEW



JOB INTEREST FORM



DISCOVER MORE OR APPLY

