

NORTH DAKOTA COURT SYSTEM



PUBLIC SERVICE

People choose public service job for a variety of reasons, often rooted in a desire to make a positive impact and serve their communities.

MISSION STATEMENT

To Provide the People, Through an Independent Judiciary, Equal Access to Fair & Timely Resolution of Disputes Under Law.

INTERESTS/SKILLS/APPTITUDE

Juvenile Court Officer	
Responsibilities	Essential Skills
<input type="checkbox"/> Monitoring Youth on Probation: Ensuring they follow court orders and stay on track.	<input type="checkbox"/> Strong Communication: You'll need to connect with youth, families, and legal professionals.
<input type="checkbox"/> Providing Counseling & Support: Helping juveniles make positive life choices.	<input type="checkbox"/> Empathy & Patience: Many juveniles come from difficult backgrounds, so understanding their struggles is key.
<input type="checkbox"/> Enforcing Court Decisions: Making sure youth comply with sentencing requirements.	<input type="checkbox"/> Problem-Solving: Officers must assess situations and find solutions that balance justice and rehabilitation.
<input type="checkbox"/> Advocating for Rehabilitation: Focusing on reintegration rather than punishment.	<input type="checkbox"/> Knowledge of Adolescent Development: Understanding how young minds work helps in guiding them toward better choices.

Deputy Clerk of District Court	
Responsibilities	Essential Skills
<input type="checkbox"/> Manage Court Records: Keep case files, legal documents, and official court records organized.	<input type="checkbox"/> Attention to Detail: Accuracy is crucial when handling legal documents.
<input type="checkbox"/> Process Legal Filings: Ensure documents meet court requirements and are properly filed.	<input type="checkbox"/> Strong Communication: You'll interact with judges, lawyers, and the public daily.
<input type="checkbox"/> Assist Judges & Attorneys: Provide necessary paperwork and support during proceedings.	<input type="checkbox"/> Time Management: Courts operate on strict schedules, so efficiency is key.
<input type="checkbox"/> Handle Court Fees & Payments: Process fines, fees, and other financial transactions.	<input type="checkbox"/> Legal Knowledge: Understanding court procedures and terminology will help you succeed.
<input type="checkbox"/> Schedule Court Hearings: Maintain the court's calendar and notify parties of upcoming cases.	Realistic Job Preview 

Staff Attorney	
Responsibilities	Essential Skills
<input type="checkbox"/> Legal Research & Analysis – Conduct research on case law, statutes, and regulations to assist judges and court officials.	<input type="checkbox"/> Legal Research & Analysis – Ability to conduct thorough research on case law, statutes, and legal precedents.
<input type="checkbox"/> Document Preparation & Review – Draft or review legal documents such as findings, orders, and opinions.	<input type="checkbox"/> Judicial Writing & Editing – Strong writing skills to draft opinions, orders, and legal memoranda with clarity and precision.
<input type="checkbox"/> Case Review & Recommendations – Analyze complex legal issues and provide recommendations to judges and court administrators.	<input type="checkbox"/> Attention to Detail – Ensuring accuracy in legal documents, citations, and case summaries.
Realistic Job Preview 	<input type="checkbox"/> Critical Thinking & Problem-Solving – Evaluating complex legal issues and providing well-reasoned recommendations.

JOB INTEREST FORM



DISCOVER MORE

