

# NORTH DAKOTA COURT SYSTEM



## STAFF ATTORNEY-DISTRICT COURT

The Staff Attorney-District Court is responsible for providing extensive legal research and analysis of legal issues and cases pending before the North Dakota District Courts and making recommendations on the proposed disposition of cases. Assists judges and judicial referees by applying legal principles and research in the drafting and writing of judicial orders and provides support services on other related matters. Makes a verbatim record of district and juvenile court trials, proceedings and other matters using audio recording equipment, writing court logs and noting appearances and essential events during the proceedings. Performs courtroom duties.

### MINIMUM QUALIFICATIONS

**If you are drawn to and want to play an integral role in supporting a judge or judicial referee by providing extensive legal research and analysis of legal issues and cases to make recommendations on the proposed disposition of cases, this opportunity may be right for you.**

#### The Ideal Candidate:

- Easily engages and communicates with others orally in and in writing.
- Enjoys extensive researching, analyzing and writing.
- Obsesses with detail ensuring accuracy of work.
- Deliberately and thoroughly organizes and analyzes information.
- Demonstrates an ability to provide sound judgement including the ability to think critically, identify, break down, evaluate and write information in a concise and logical manner.
- Thrives on having a constant workload and organizing, planning and prioritizing work priorities.
- Finds it rewarding to be highly dependable.
- Seamlessly works as part of the courtroom team in providing necessary trial preparations including court recording.

### THE IDEAL CANDIDATE

- Juris doctor degree from an accredited law school 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.;
- License to practice law in the State of ND; and
- DAR (Digital Audio Recording) or CER (Certified Electronic Court Reporter) certification or the ability to obtain within six months of job entry.
- Applicants with no experience or less than 2 years of experience may be considered at a training wage

### POSITION TYPE/SALARY

Full-Time Position / \$9,564

### PROMOTIONAL OPPORTUNITIES

- Judicial Referee
- Judge/Justice (elected)
- Clerk of Supreme Court

REALISTIC JOB PREVIEW



JOB INTEREST FORM



DISCOVER MORE OR APPLY

