# CLERK OF COURT

## POSITION SUMMARY

Manages the administrative functions of the Municipal Court including (but not limited to) planning, directing, organizing, and supervising all staff assigned to the office of the Clerk of Municipal Court. Develops operational procedures to properly docket all criminal cases, non-criminal cases, and City code violations filed within the jurisdiction of the Dickinson Municipal Court. Responsible for all revenues, expenditures, the annual budget of the Court, and all required standards, record-keeping, and retention policies administered by the ND Supreme Court and the ND Century Code. The Clerk of Court reports to the Deputy City Administrator for all administrative functions, such as operations, personnel, and budget, and reports to the Municipal Judge for all judicial functions such as the docketing, preparation, and disposition of all cases brought before the Court.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and supervises all aspects of the administration and operation of the office of the Clerk of Municipal Court efficiently and professionally. Implements changes as required by City ordinance, state law, and/or court policy.
- Thorough training, supervision, and direction of the Deputy Clerks of Court in the department, including managing staff scheduling to cover Municipal Court activities, approving payroll, leave requests, and making disciplinary and hiring recommendations to supervisor and human resources.
- Ensures all cases are properly docketed as per ND Rules of Court (Evidence, Criminal, Civil, Appellate, and Administrative Procedure) and an accurate Register of Actions exists within each case.
- Assists the Municipal Judge in the Courtroom during hearings by transcribing judgments and/or orders presented on the record, scheduling future pretrial hearings, trials, or re-appearances; notifying defendants of procedure rules affecting their rights, providing Affidavits of Financial Resources for the purpose of determining indigence, and other duties of a similar nature.
- Courtroom Operations: Prepare the Courtroom by setting up audio and visual capabilities, i.e., microphones, Zoom conference information, laptops, files, and interpretation services where applicable. Coordinates with IT staff, defendants, jail staff, and attorneys to facilitate attendance by reliable electronic means, including the transport of inmates from the Southwest Multi-County Correctional Center to City Hall.
- Courtroom Security: Works with City staff to identify areas of concern and implement changes or enhancements to safety policies in regards to City Hall on Court Day.
- Serves as a liaison between judges, prosecutors, attorneys, the police department, and jail staff for scheduling and coordinating hearings and dissemination of appropriate information.
- Works closely with the City Prosecutor’s office to maintain a strong working relationship, follow all local and state guidelines, and efficiently handle any issue arising from criminal, traffic, or administrative cases that would require changes to City ordinance or departmental policy/procedure, and works with the Municipal Judge and City staff to develop and implement any changes needed.

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- Reviews settled case files to identify conditions of sentencing in non-compliance. Sets Show Cause and Review hearings, prepares warrants of arrest, and presents cases for the review of the Municipal Court Judge.
- Reconciles the financial accounts held by the Municipal Court and oversees the receipt and remittance of all payments for assessed fines and fees ordered by the Municipal Court Judge. Prepares a monthly affidavit containing an accurate record of receipted monies paid to the City of Dickinson for audit purposes. Provides Court software-generated financial reports to City staff showing the accounting and disbursement of monies held in trust (restitution and bonds). Responsible for the safe keeping of all financial resources, such as check stock, and department credit cards
- Prepares and submits the annual Municipal Court budget for approval by the Board of City Commissioners by analyzing past expenditures and revenues to determine the budgetary needs for the next year, and working with City staff to properly and accurately predict future needs while following City audit procedures and governmental accounting standards.
- Tasks are multiple and diverse; handles some unrelated functions.
- Requires the direct application of a variety of procedures, policies, and precedents.
- Regular and substantial contact with members of the public.
- Performs other duties of a similar nature or level.

**Knowledge, Skills, and Abilities**:

- Knowledge of proper grammar, syntax, style, spelling, punctuation, and legal terminology to write clear and concise correspondence;
- Considerable knowledge of ND Open Records laws for proper dissemination of information;
- Knowledge of math and governmental accounting procedures needed to properly reconcile general ledger accounts;
- Considerable knowledge of Municipal Court operations governed by the ND Supreme Court;
- Considerable customer service skills and techniques to foster a positive community experience;
- Considerable knowledge of office management practices and procedures;
- Knowledge of human resources guidelines, such as hiring, disciplinary, and adherence to FMLA/ADA regulations.
- Skills to use a variety of office equipment, audio/video equipment, and related software applications;
- Ability to maintain accurate files and records;
- Skilled at researching and compiling data;
- Ability to direct and monitor the work of others;
- Ability to prepare and monitor budgets;
- Ability to prioritize multiple projects and tasks while maintaining a calm and professional demeanor;
- Ability to interact with a variety of law enforcement agencies, attorneys, Court officials, and members of the public.

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- Responsible for sensitive or complex information as the needs of the Court process requires.
- Assess and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.

## QUALIFICATIONS

**Education and Experience**:

- Associates Degree in Business, Paralegal or related field, and/or Bachelor's degree preferred.
- Four years of progressively responsible paralegal or administrative support experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Special Requirements** (position requirements at entry):

- Valid Driver's License

## WORKING CONDITIONS

- Must regularly talk, hear/listen, see/observe, sit, stand, and walk; must regularly demonstrate
- Positions in this class typically require: Reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Work related travel is minimal.

**Classification:** Grade 15 (G-15)
**FLSA:** Non-Exempt
**Created and updated to new format:** 2/19/19 Janilyn Murtha, 6/23/22 HR Torgerson
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**Updated:** 2/27/2024 by Amy Spangler, DCA Linda Carlson, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.