

Wells County, North Dakota

Wells County Courthouse
Office of Clerk of District Court
700 Railway ST N #155
Fessenden, ND 58438
(701) 547-3122

Job Description

Job Title: Clerk of District Court	Job Status: Full-Time
Department: Clerk of District Court	FLSA Status: Non-Exempt
Reports To: Board of County Commission/State Court Administrator	Effective Date: October 2019

❖ Nature of Work:

As an appointed official, the Clerk of District Court is responsible for carrying out the responsibilities, operations, functions, duties, and activities, as set by the State Court Administrator, for the Office of Clerk of District Court. The primary responsibility being the administration of court records.

❖ Essential Functions of Work:

- Perform all responsibilities of Clerk of District Court as set by the State Court Administrator.
- Responsible for filing and processing all citations.
- Responsible for reviewing all documents filed with the court for accuracy and submit to appropriate judge for review/signature when ready.
- Responsible for scheduling hearings.
- Manages all court bonds, traffic payments, restitutions.
- Responsible for the reconciliation of accounts (daily and monthly).
- Works with attorneys involved in regards to scheduling and processing criminal files.
- Assists Pro Se individuals with paperwork filing and filling out Protection/Restraining paperwork.
- Acts as liaison with Judges and Court Reporter/Recorders. Assisting in courtroom at hearings/trials.
- Prepares criminal judgements and monitors files to ensure the completion of court ordered requirements (i.e. Payments, evaluations, community service hours, etc.).
- Works with States Attorney and Sheriff's office on a daily basis.
- Responsible for summoning jurors for trial, recording responses, and verifying mileage.
- Responsible for conducting yearly training for bailiffs.
- Works with Child Support Attorneys for processing of child support files in Wells County (i.e. IV-D or Non IV-D files).
- Responsible for entering new support files in the State FASCES program.
- Responsible for archiving and disposing of all old files.
- Maintains office staff by recruiting, selecting, orienting, training, coaching, and disciplining employees, planning, monitoring, and appraising job results.

- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Clerk of District Court, as required.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Knowledge of court office equipment, software and general office procedures.
- Knowledge of grammar, data entry, reports, and correspondence requirements within the court.
- Considerable knowledge of legal terminology, court documents, laws, rules, policies and procedures, and record keeping routines, pertaining to the Courts, ability to research and understand NDCC and apply appropriate guidelines, either specific or general to appropriate duty.
- Knowledge of the principles of case-flow management.
- Considerable knowledge of office etiquette.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to work irregular schedules and in high stress situations. Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Clerk of District Court related duties.

❖ **Desired Minimum Training and Experience :**

- High School diploma or GED equivalent.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Clerk of District Court related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.