

**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**

<b>Job Title: Deputy Clerk of District Court</b>	<b>Job Status: Full-Time</b>
<b>Department: Clerk of District Court</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports To: Clerk of District Court</b>	<b>Effective Date: October 2019</b>

❖ **Nature of Work:**

The Deputy Clerk of District Court assists the Clerk of District Court in carrying out the responsibilities, operations, functions, duties, and activities, for the Office of Clerk of District Court. The primary responsibility is to provide administrative assistance and support to the Clerk of District Court. Work is performed under the general direction of the Clerk of District Court.

❖ **Essential Functions of Work:**

- Perform all responsibilities of Deputy Clerk of District Court
- Assists in the filing and processing all citations.
- Assists in the review of all documents filed with the court for accuracy and submit to appropriate judge for review/signature when ready.
- Assists in the scheduling of hearings.
- Assists in the management of all court bonds, traffic payments, restitutions.
- Assists in the reconciliation of accounts (daily and monthly).
- Assists in the work with attorneys involved in regards to scheduling and processing criminal files.
- Assists Pro Se individuals with paperwork filing and filling out Protection/Restraining paperwork.
- Assists in the preparation of criminal judgements and monitoring files to ensure the completion of court ordered requirements (i.e. Payments, evaluations, community service hours, etc.).
- Assists in summoning jurors for trial, recording responses, and verifying mileage.
- Assist in the work with Child Support Attorneys for processing of child support files in Wells County (i.e. IV-D or Non IV-D files).
- Assists in the entering of new support files in the State FASCES program.
- Assists in archiving and disposing of all old files.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Clerk of District Court, as required or assigned by the Clerk of District Court.

❖ **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 caseflow 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; ability 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.

❖ **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 Deputy 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 Clerk of District Court. 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.