

BOTTINEAU COUNTY

JOB DESCRIPTION

Job Title: County Clerk of Court

Job Status: Full-Time

Classification: Department Head

FLSA Status: Exempt

Reports to: County Commission/Electorate

Date: February 9th, 2026

Job Summary: As an appointed official, is responsible for planning, directing, organizing and supervising all personnel assigned to the Office of the Clerk of District Court. This classification is responsible for developing office operational procedures associated with all district court cases involving criminal, civil restricted, traffic or other cases filed with district court. The Clerk of Court for Bottineau County is also responsible for providing Passport Services in the County by accepting passports and taking the role of Passport Facilities Manager, maintaining the Veterans Discharge Records for the County and maintaining the marriage license program within the County. These are considered “non clerk” responsibilities.

Essential Job Duties:

Clerk of Court Duties:

1. Plans, organizes and supervises the administration, process and operation of the Clerk of District Court Office.
2. Supervises the daily activities, functions and workflow of the office and its personnel. Monitors and supervises the daily functions and activities of court case management, records management and court administration involving cases of a civil, criminal, restricted, traffic or other cases from the initial filing of cases to final disposition.
3. Develops and coordinates the implementation of internal operating procedures and policies in the Clerk of District Court Office.
4. Carries out the duties of the office set by statute, rules, policies and established procedures of the Supreme Court.
5. Receipts and processes payments ensuring that all monies are credited to the right accounts, makes deposits as needed; prepares monthly disbursements of fees collected, bonds refunded and restitution collected; prepares reports to be submitted to entities as outlined by financial procedures.
6. Develops and monitors the Clerk of District Court budget.
7. Assist Judge in Courtroom as requested/required and prepare paperwork as ordered for Judge's review
8. Responsible for ITV/Recording in Courtroom when Judge is not present.
9. Oversees the Security procedures of the judicial wing and coordinates with the Sheriff or State Judicial Security Officer any concerns or changes in procedures.
10. Writes grants for the benefit of the county/state for the county judicial system.
11. May be required to travel to other counties to assist with court functions or trials if requested by the Presiding Judge or Court Administrator. A Clerk of Court from within Unit 1 may also request assistance.
12. Supervise/Assist the Deputy in the Court Technology Contact duties – assist with coordinating computer hardware and software installation, assist parties with teleconferencing participation in court hearings, assist JBIT with remote access to judiciary computers, have a minimal understanding and knowledge of all the computer

programs used within the courtroom and how to use them if deputy is needed to cover other court staff.

13. Back up Recorder Duties as requested/needed.
14. Participate in meetings, committees, legislative activity, other related organizational functions, and communicate with the general public, in matters related to the Clerk of Court office duties.
15. Perform other duties as required.

Non-Clerk Duties:

1. Serves as Bottineau County Passport Agent - Maintains Certification as a Passport Agent for the County, and Certification as the Passport Facility Manager. The Clerk of Court processes applications and submits to National Passport Processing and maintains the records following all criteria set out by the U. S. Department of State
2. Justice of the Peace/Marriage Licenses - Responsible for performing marriage ceremonies as requested (sometimes during off hours), maintaining the Marriage License Program within the County and reporting monthly to the State Vital Records.
3. Veterans Records - Maintain the Veterans Books and Records for Bottineau County.
4. Genealogy - Assist customers/clients with genealogy requests as needed.

Knowledge Requirements:

1. Must have extensive knowledge of the laws, rules, policies, and procedures that pertain to the North Dakota Judicial System.
2. Comprehensive knowledge of appropriate legal terminology.
3. Extensive knowledge of the purpose and content of documents required and used within the court unit.
4. Extensive knowledge of the methods and techniques used to maintain accurate, complete and timely court records.
5. Understanding and knowledge of county, state and district court administrative and office procedures.
6. Knowledge of the equipment and use of computers, office software and applications, and general office equipment.

Specialized Skills Required:

1. Skilled in providing technical direction and supervision over assigned district court personnel assigned.
2. Leadership skills including, consensus-building and facilitation skills.
3. Planning, prioritization and organization skills to effectively supervise a Department.
4. Planning and implementing new court operating procedures and methods.
5. Skilled in planning, organizing and efficiently maintaining court records and files.
6. Skilled in interpreting judicial policies, rules, guidelines and procedures.
7. Strong written and oral communication skills that will allow the individual to produce and present written and oral reports and serve as a liaison for the judicial district.
8. Skilled in the use of word processing, electronic spreadsheet, database and specialized court/case management software.

9. Accounting and Math skills relevant to budgeting and month end financials.

Minimum Qualifications, Experience, and Education:

1. Bachelor's degree in judicial administration, public administration, business, management, or a related degree and one year of experience including a combination of supervisory related training or experience and progressively responsible administrative experience.
Or
2. Associate's degree in business, management, judicial administration, public administration, or related degree and two years of experience including a combination of supervisory related training or experience and progressively responsible administrative experience.
Or
3. High school diploma or GED and four years of experience including a combination of supervisory related training or experience and progressively responsible administrative experience.
4. This position also requires a United States Citizenship.

Working Conditions/Physical and Mental Demands:

1. Physical environment consists of a desk job in the standard environment. Will include physical motions of finger dexterity for frequent use of PC keyboard and monitor, sitting (for an extended time) and standing motions. Must have the ability to lift and carry books weighing up to 40 lbs on a daily basis.
2. Often working with deadlines in keeping accurate recordings, filings and other necessary documentation.
3. May travel and be exposed to extremes of weather when going on location to attend meetings or attend to Clerk of Court related duties.
4. Courtroom/ Judiciary Security– receive special training on weapons in courtroom and how to react in a dangerous situation. Metal detectors and bullet proof shielding in courtroom. Have a "Panic Button" system throughout the judicial wing in addition to the Courthouse Safety Procedure. Monthly in office security checks and annual security audits with the State.

Supervision Requirements:

This position is responsible for the supervision of District Court Deputy Clerks, Bailiff and other court personnel assigned to District Court.

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 principal job elements essential in maintaining Clerk of Court related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date