

Agency	Position Title	Comp Rate
10100 Governor's Office	General Counsel	\$12,500.00
16000 Legislative Council	Director	\$22,123.00
16000 Legislative Council	Legal Division Director	\$16,855.00
16000 Legislative Council	Assist Legal Division Director	\$11,250.00
16000 Legislative Council	Code Revisor	\$10,835.00
16000 Legislative Council	Counsel	\$9,425.00
16000 Legislative Council	Counsel	\$9,057.00
16000 Legislative Council	Counsel	\$8,792.00
16000 Legislative Council	Counsel	\$7,500.00
16000 Legislative Council	Counsel	\$7,333.00
48500 Workforce Safety & Insurance	General Counsel	\$14,933.88
48500 Workforce Safety & Insurance	Attorney	\$10,268.49
48500 Workforce Safety & Insurance	Attorney	\$6,982.93
53000 Corrections & Rehab	Attorney III	\$12,677.60
12500 Attorney General	Attorney General	\$15,540.38
12500 Attorney General	Chief Deputy Attorney General	\$14,295.00
12500 Attorney General	Assistant Attorney General	\$13,268.00
12500 Attorney General	Assistant Attorney General	\$11,748.00
12500 Attorney General	Assistant Attorney General	\$11,283.00
12500 Attorney General	Assistant Attorney General	\$11,269.00
12500 Attorney General	Assistant Attorney General	\$11,250.00
12500 Attorney General	Assistant Attorney General	\$10,879.00
12500 Attorney General	Assistant Attorney General	\$10,681.00
12500 Attorney General	Assistant Attorney General	\$10,227.00
12500 Attorney General	Assistant Attorney General	\$9,967.00
12500 Attorney General	Assistant Attorney General	\$9,944.00
12500 Attorney General	Assistant Attorney General	\$9,646.00
12500 Attorney General	Assistant Attorney General	\$9,625.00
12500 Attorney General	Assistant Attorney General	\$9,583.33
12500 Attorney General	Assistant Attorney General	\$9,166.66
12500 Attorney General	Assistant Attorney General	\$9,100.00
12500 Attorney General	Assistant Attorney General	\$8,939.00
12500 Attorney General	Assistant Attorney General	\$8,857.00
12500 Attorney General	Assistant Attorney General	\$8,750.00
12500 Attorney General	Assistant Attorney General	\$8,750.00

Agency	Position Title	Comp Rate
12500 Attorney General	Assistant Attorney General	\$8,750.00
12500 Attorney General	Assistant Attorney General	\$8,493.00
12500 Attorney General	Assistant Attorney General	\$8,060.00
12500 Attorney General	Assistant Attorney General	\$7,973.00
12500 Attorney General	Assistant Attorney General	\$7,800.00
12500 Attorney General	Assistant Attorney General	\$7,800.00
12500 Attorney General	Assistant Attorney General	\$7,666.66
12500 Attorney General	Assistant Attorney General	\$7,666.66
12500 Attorney General	Assistant Attorney General	\$7,540.00
12500 Attorney General	Assistant Attorney General	\$7,367.00
12500 Attorney General	Assistant Attorney General	\$7,020.00
12500 Attorney General	Assistant Attorney General	\$6,916.00
12500 Attorney General	Assistant Attorney General	\$6,833.00
12500 Attorney General	Assistant Attorney General	\$6,750.00
12500 Attorney General	Assistant Attorney General	\$6,750.00
18000 State Judiciary	STAFF ATTORNEY-SUPREME COURT	\$12,580.00
18000 State Judiciary	DISCIPLINARY COUNSEL	\$12,086.00
18000 State Judiciary	STAFF ATTORNEY-STATE COURT ADM	\$11,149.00
18000 State Judiciary	STAFF ATTORNEY-STATE COURT ADM	\$10,283.00
18000 State Judiciary	STAFF ATTORNEY-SUPREME COURT	\$10,283.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
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18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,878.00
18000 State Judiciary	ASSISTANT DISCIPLINARY COUNSEL	\$9,857.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00

Agency	Position Title	Comp Rate
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-STATE COURT ADM	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-SUPREME COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-SUPREME COURT	\$9,484.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,108.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,108.00
18000 State Judiciary	STAFF ATTORNEY-DISTRICT COURT	\$9,108.00
12700 State Tax Commissioner	Attorney III	\$10,972.00
12700 State Tax Commissioner	Attorney III	\$8,750.00
12700 State Tax Commissioner	Attorney I	\$7,780.00
18800 Legal Counsel for Indigents	Attorney III	\$11,012.67
18800 Legal Counsel for Indigents	Attorney III	\$10,535.38
18800 Legal Counsel for Indigents	Attorney III	\$10,435.98
18800 Legal Counsel for Indigents	Attorney III	\$9,895.45
18800 Legal Counsel for Indigents	Attorney III	\$9,103.50
18800 Legal Counsel for Indigents	Attorney III	\$9,066.69
18800 Legal Counsel for Indigents	Attorney II	\$8,907.96
18800 Legal Counsel for Indigents	Attorney II	\$8,423.28
18800 Legal Counsel for Indigents	Attorney II	\$8,404.40
18800 Legal Counsel for Indigents	Attorney II	\$8,205.29
18800 Legal Counsel for Indigents	Attorney II	\$8,205.29
18800 Legal Counsel for Indigents	Attorney II	\$8,047.49
18800 Legal Counsel for Indigents	Attorney II	\$7,214.16
18800 Legal Counsel for Indigents	Attorney II	\$7,068.60
18800 Legal Counsel for Indigents	Attorney I	\$6,519.08
19500 Ethics Commission	Executive Director	\$12,218.00
19500 Ethics Commission	Attorney II	\$8,840.00
22600 ND Department of Trust Lands	Assistant Attorney General	\$9,660.00
32500 ND Health and Human Services	Lead Attorney	\$10,356.00
32500 ND Health and Human Services	Attorney	\$10,200.00

Agency	Position Title	Comp Rate
32500 ND Health and Human Services	Attorney II	\$9,400.00
32500 ND Health and Human Services	Attorney II	\$9,400.00
32500 ND Health and Human Services	Lead Attorney	\$9,312.00
32500 ND Health and Human Services	SS - Attorney II	\$9,200.00
32500 ND Health and Human Services	Attorney	\$9,100.00
32500 ND Health and Human Services	Attorney	\$9,100.00
32500 ND Health and Human Services	Attorney II	\$9,100.00
32500 ND Health and Human Services	Lead Attorney	\$8,654.00
32500 ND Health and Human Services	Lead Attorney	\$8,424.00
32500 ND Health and Human Services	Lead Attorney	\$8,320.00
32500 ND Health and Human Services	Lead Attorney	\$8,076.00
32500 ND Health and Human Services	Lead Attorney	\$8,076.00
32500 ND Health and Human Services	Attorney	\$7,863.00
32500 ND Health and Human Services	Attorney	\$6,903.00
32500 ND Health and Human Services	Attorney	\$6,864.00
32500 ND Health and Human Services	Attorney	\$6,760.00
32500 ND Health and Human Services	Attorney	\$6,733.00
32500 ND Health and Human Services	Attorney	\$6,599.00
32500 ND Health and Human Services	Attorney	\$6,595.00
32500 ND Health and Human Services	Attorney	\$6,550.00
32500 ND Health and Human Services	Attorney	\$6,500.00
32500 ND Health and Human Services	Attorney	\$47.86
36000 Protection and Advocacy	Attorney III	\$8,587.30
36000 Protection and Advocacy	Attorney II	\$7,319.87
36000 Protection and Advocacy	Attorney II	\$7,200.00
40100 Insurance Department	Attorney Insurance Dept	\$8,358.18
40100 Insurance Department	Attorney Insurance Dept	\$8,208.93
40100 Insurance Department	Attorney Insurance Dept	\$8,066.23
40100 Insurance Department	Attorney Insurance Dept	\$7,971.60
40800 Public Service Commission	Attorney III	\$11,373.00
40800 Public Service Commission	Attorney II	\$8,261.00
41400 Securites Department	Attorney	\$9,783.00
60200 Department of Agriculture	Attorney II	\$11,186.00
80100 Department of Transportation	General Counsel	\$11,774.00
80100 Department of Transportation	Staff Attorney	\$9,769.00

Ness, Claire J.

From: Ness, Claire J.
Sent: Wednesday, September 6, 2023 8:12 AM
To: Eisenbeis, Ashley
Subject: Assistant State's Attorney Salary Info

Job Announcement - Assistant State's Attorney

Job Announcement Stutsman County

Closing Date: until filled

Assistant State's Attorney I

Grade 26 entire salary range: \$100,109 to \$132,092 DOE

Minimum qualifications

Juris Doctor degree and license to practice law in North Dakota. No legal experience required.

Job Announcement - Assistant State's Attorney II

Job Announcement Stutsman County

Closing Date: until filled

Assistant State's Attorney II

Grade 27 entire salary range: \$106,116 to \$140,018 DOE

Minimum qualifications

Two years' applicable legal experience, Juris Doctor degree, and license to practice law in North Dakota.

Job Announcement - Chief Assistant State's Attorney

Job Announcement Stutsman County

Closing Date: until filled

Chief Assistant State's Attorney

Grade 28 entire salary range: \$112,483 to \$148,419 DOE

Minimum qualifications

Three years' applicable legal experience, Juris Doctor degree, and license to practice law in North Dakota.



STATE OF NORTH DAKOTA
COURTS

Job Announcement - Assistant State's Attorney - Grand Forks

Wednesday, March 5, 2025

Job Opportunity: Assistant State's Attorney

Starting Annual Rate: \$90,319.86 - \$128,774.51 (DOE) (annually), paid semi-monthly

Status/Shift Details: Full-time, benefit eligible. Monday – Friday, 40 hours per week. This role might experience variation to work hours and days to support the department and County needs. This position is not eligible for remote work.

Close Date: March 19, 2025

To Apply: A Grand Forks County application must be completed and submitted with a resume and cover letter. Applicants seeking Veteran's Preference must submit form DD214 along with their application. If applicant is within 3 years of law school graduation, the applicant must also submit a law school transcript and writing sample. Applications may be obtained from:

151 South 4th Street, 1st Floor

Grand Forks, ND 58201

Or from: <https://www.gfcounty.nd.gov/information/employment-opportunities>

Selection Process: Prospective employees will undergo a thorough background investigation. Each applicant's education, training, and experience will be rated based on required application materials submitted and the top-scoring candidates will be forwarded for further consideration.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

Benefits: While employed at Grand Forks County, you will receive a generous number of paid holidays, paid time off, benefits, and retirement. Did you know that that Grand Forks County participates in NDPERS Retirement - 16.26% and employees only have to contribute 2% and the County pays the rest!

ABOUT THE POSITION: Grand Forks County States Attorney's Office is seeking a **FULL-TIME ASSISTANT STATE'S ATTORNEY**. Under limited supervision, assists the State's Attorney in providing legal representation for Grand Forks County involving the prosecution of criminal cases and legal representation in civil matters relating to the County and its' entitles. Reports to the State's Attorney.

Typical Duties and Responsibilities:

The following duties are typical for this classification. Applicants may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Prepare legal documents and try felony and misdemeanor criminal jury cases. Draft criminal charging documents and file preparation. Present evidence in preliminary hearings involving felony charges.
- Represent the County with various community organizations, law enforcement agencies, and legal boards. Perform legal research for the County and report findings to appropriate source.
- Prepare briefs and argue appeals to the North Dakota Supreme Court. Prepare search warrants for law enforcement agencies. File and prepare response briefs in suppression motions.
- Prepare, file, and try civil forfeitures on seized property.
- Provide legal assistance to law enforcement agencies. Present educational forums to law enforcement agencies. Act as liaison for various government and law enforcement agencies.
- Represent petitioner in Juvenile Court and mental health cases as assigned and attend Juvenile Court hearings.
- Appear in District Court for various hearings, jury and bench trials and legal matters.
- Handle confidential matters daily relating to all divisions of the States Attorney's Office.
- Attends work during regularly scheduled hours.

- Perform other duties as assigned or apparent.
- Respond to visitors and telephone calls from the public regarding legal issues.

Education: Completion of Juris Doctorate Degree and a North Dakota license to practice law or eligibility for licensure in the State of North Dakota. Legal Experience preferred but not necessary.

Knowledge, Skills, and Abilities:

- Knowledge and experience as to a broad range of issues pertaining to the practice of law including, civil and criminal litigation, and appeals. Ability to maintain satisfactory work relationships with justice partners, County employees, and the public. Ability to communicate effectively with the public, business, and civic groups. Highly developed legal writing skills.
- Ability to maintain a high degree of confidentiality.
- Excellent time management and organizational skills.
- Clean discipline record.
- Ability to successfully pass all background and pre-employment requirements.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Physical Abilities: This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and manual dexterity, frequently requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing

or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Working Environment: Ideal working conditions; not normally exposed to unusual environmental work elements.

Hazards: Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

Grand Forks County does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. (NDCC 14-02.4)



STATE OF NORTH DAKOTA COURTS

Job Announcement - Staff Attorney - District Court

Thursday, January 16, 2025

Salary: \$109,296.00 - \$150,960.00 Annually
Location: Williston, ND
Job Type: Full-Time/Regular
Job Number: 2025-U4-WIL-16-SADC
Department: Unit 4 - District Court Judge Chambers
Opening Date: 01/16/2025

General Summary or Purpose

We understand that compensation isn't a one-time discussion. Please see [Compensation](#) for more details on our compensation strategy.

The current Williston postings for a Staff Attorney-District Court and Law Clerk are to broaden the applicant pool for one successful candidate to be hired to work within the Northwest Judicial District Court Judge Chambers in Williston or as a remote work position.

Interested applicants must submit a cover letter, resume, writing sample, and copy of law school transcript.

The North Dakota Court System offers employment opportunities that provide a rewarding career in public service working together to deliver justice. The Court System offers an excellent benefits package including employer-paid family health insurance premiums, retirement contributions and generous vacation and sick leave accruals.

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 and in writing.
- Enjoys researching, analyzing, and writing.
- Obsesses with detail ensuring accuracy of work.
- Deliberately and thoroughly organizes and analyzes information.
- Demonstrates an ability to provide sound judgment 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 Minimum Qualifications:

- Juris doctor degree from an accredited law school;
- 2 years of related experience conducting legal research, preparing or presenting cases in state courts. 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.
- North Dakota law license or ability to obtain within one year of job entry.
- Valid driver's license or evidence of equivalent mobility; and
- If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (Certified Electronic Court Reporter) certification or the ability to obtain within six

months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Staff Attorney-District Court - Realistic Job Preview
Testimonials/Work FAQs/Interesting Facts/Code of Conduct/Career Opportunities/Working at the ND Court System

Major Responsibilities & Essential Functions

Title of Immediate Supervisor: Presiding District Court Judge

Accountable for (Job Titles): Law Clerk

FLSA Status: Exempt

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 proceedings using audio recording equipment, writing court logs, and noting appearances and essential events during the proceedings. Performs courtroom duties.

- Conducts in-depth legal research and analysis of legal precedents, statutes, regulations, and legislative history for all judges and judicial referees in the district. Reviews case records, including briefs and transcripts/recordings of prior hearings when necessary. Drafts findings and orders for the district court judges and judicial referees on complex cases in all areas of the law, including civil, criminal, juvenile, family law, and administrative appeals.
- Edits draft opinions prepared by other law clerk staff, judges, and judicial referees and offers changes in style or content. Reviews legal analysis and proofreads findings and orders for both style and content.
- Confers with judges and judicial referees on pending cases. Provides background research and analysis on the law and facts. Provides summary and analysis of relevant similar issues faced by other judges in the district and resolution of prior similar cases. Identifies nuances in the cases and suggests areas that will need clarification at any hearing. Suggests possible resolutions and alerts judges to any possible concerns or appealable issues surrounding proposed resolutions of issues.
- Drafts jury instructions and special verdict forms for upcoming trials. Conducts necessary research for judges to make a determination on any requested special jury instructions and to make a determination on relevant pattern instructions. Confers with judges regarding closing instructions and drafts closing instructions.
- Assists judges through ongoing complex trials. Provides insight and legal analysis on trial matters as requested by judges, including objections, in-chamber conferences, and motions made through trial. Conducts in-depth legal research during the trials to provide the judges with the necessary law for making quick decisions and rulings as issues arise during trial.
- Drafts orders for judges after complex bench trials. Attends entire bench trial if requested and analyzes testimony and evidence presented to the assigned judge. Suggests possible resolution and drafts final findings and order as requested by the assigned judge.
- In districts with multiple law clerks, if assigned by the presiding judge of the district, may supervise the term law clerk. Supervision may include: reviewing resumes and application materials, conducting interviews, making hiring decisions, training, orientating, answering questions, and mentoring on cases and legal issues.
- Accurately records, transcribes, and certifies the record of court and jury trial proceedings, unless it is prepared by a third party, by computer-aided equipment per state and appellate requirements. Responsibility also requires taking court notes during hearings to identify appearances and to note

- significant events during the hearing and to locate and present prior testimony. Requires travel to other counties within and outside of the district for court proceedings assigned to the district judge or referee.
- Performs clerking duties in courtroom, administers oath, marks documents, maintains logs and other forms, and transfers storage devices, files, and records to the clerk of district court for reference.
 - Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications & Certification or Licensing Requirements

Requires a juris doctor degree from an accredited law school and two 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.

Valid driver's license or evidence of equivalent mobility.

If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within six months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Knowledge, Skill, & Physical Requirements

Knowledge Requirements:

- Extensive knowledge of federal and state constitutional laws, statutory law, and court case precedent.
- General knowledge of court administration and office management policies and procedures.
- Extensive knowledge of court system operations, court procedures, and rules including legal rules of evidence, civil procedures, criminal procedures, and appellate procedures.
- Knowledge of logical legal theorems, their application to legal precedent, rules of legal interpretation, and statutory interpretation.

Skill Requirements:

- Skilled in organizing, planning, and prioritizing own work priorities, needs, and projects.
- Skilled in balancing the workload of assignments from all judges in the district and prioritizing matters that are assigned.
- Skilled in learning, understanding, and utilizing the preferences and writing style of all judges in the district.
- Skilled in conducting legal research and the application and interpretation of legal concepts, principles, and legal theorems to the specifics of individual cases.
- Skilled in the use of legal research resources and software (i.e. Westlaw, Lexis Nexis, etc.) and general office support applications (i.e. word processing and other desktop software/applications).
- Skilled in formulating, writing, and drafting legal orders in a clear, concise, and coherent manner in accordance with the requirements of the court.
- Skilled in applying legal principles, rules, concepts, precedents, and cases in addressing individual cases and legal problems/issues.
- Skilled in presenting and communicating controversial or complex topics in an effective and persuasive manner in public presentations and speeches before managers, courts, boards, judges, or committees.

Physical Requirements:

- The essential functions of the job typically require: grasping, walking, sitting, seeing, talking, hearing, feeling, fingering, and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office environment.

- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. 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.

View the complete job posting here: <https://www.governmentjobs.com/careers/ndcourts/jobs/4794338/staff-attorney-district-court-williston?pagetype=jobOpportunitiesJobs>



STATE OF NORTH DAKOTA
COURTS

Job Announcement - Assistant City Attorney - City of Bismarck

Tuesday, February 18, 2025

Job Title: Assistant City Attorney

Hiring Agency: City of Bismarck (ND)

Web Link: www.bismarcknd.gov/jobs

Deadline: March 14, 2025

Salary Range: \$95,582.60-\$107,530.42

Job Description:

This position provides legal services to the City of Bismarck, including the prosecution of ordinance violations.

Examples of Duties

- Prepares cases for prosecution in municipal court; reviews legal issues and witnesses.
- Reviews police reports and makes decisions with regards to criminal charges; reviews motor vehicle accident reports for criminal and non-criminal traffic violations.
- Prepares cases for jury trial in district court, including motion briefs, discovery, witness selection, expert determinations, and appeals.
- Coordinates the review of evidence.
- Conducts legal research.
- Assists municipal court with legal issues, including arraignments, court trials, ordinances, and criminal rights issues.
- Works with court clerks on issues related to warrants, restitution, parking matters, etc.
- Drafts a variety of legal documents.
- Assists in the drafting of municipal ordinances, amendments, resolutions, procedures, rules, and regulations.
- Responds to questions from the public regarding city ordinances, rules, regulations and other issues.
- Answers legal questions from city departments.
- Makes decisions on property damage claims.
- Performs related duties.

Minimum Qualifications:

- Graduation from an accredited school of law.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Current membership in the State Bar of North Dakota.



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Job Announcement - Assistant State's Attorney I

Thursday, July 20, 2023

Job Announcement Stutsman County

Closing Date: until filled

Assistant State's Attorney I

Grade 26 entire salary range: \$100,109 to \$132,092 DOE

Minimum qualifications

Juris Doctor degree and license to practice law in North Dakota. No legal experience required.

Summary of Work

Review investigations, make charging decisions, draft charges, interview witnesses, coordinate with law enforcement, negotiate with defense attorneys, and prepare for court. Prosecute misdemeanor, felony, juvenile, and mental health cases in district court. Write appellate briefs and argue at the ND Supreme Court.

A complete application must include a: resume, cover letter, writing sample, unofficial law school transcript, and completed Stutsman County Application for Employment form.

A copy of the Stutsman County Application for Employment form is at <https://www.co.stutsman.nd.us/how-do-i/careers/>



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Job Announcement - Assistant State's Attorney II

Thursday, July 20, 2023

Job Announcement Stutsman County

Closing Date: until filled

Assistant State's Attorney II

Grade 27 entire salary range: \$106,116 to \$140,018 DOE

Minimum qualifications

Two years' applicable legal experience, Juris Doctor degree, and license to practice law in North Dakota.

Summary of Work

Review investigations, make charging decisions, draft charges, interview witnesses, coordinate with law enforcement, negotiate with defense attorneys, and prepare for court. Prosecute misdemeanor, felony, juvenile, and mental health cases in district court. Write appellate briefs and argue at the ND Supreme Court.

A complete application must include a: resume, cover letter, writing sample, unofficial law school transcript, and completed Stutsman County Application for Employment form.

A copy of the Stutsman County Application for Employment form is at <https://www.co.stutsman.nd.us/how-do-i/careers/>



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Job Announcement - Chief Assistant State's Attorney

Thursday, July 20, 2023

Job Announcement Stutsman County

Closing Date: until filled

Chief Assistant State's Attorney

Grade 28 entire salary range: \$112,483 to \$148,419 DOE

Minimum qualifications

Three years' applicable legal experience, Juris Doctor degree, and license to practice law in North Dakota.

Summary of Work

Review investigations, make charging decisions, draft charges, interview witnesses, coordinate with law enforcement, negotiate with defense attorneys, and prepare for court. Prosecute misdemeanor, felony, juvenile, and mental health cases in district court. Write appellate briefs and argue at the ND Supreme Court. Help with hiring and training office personnel.

A complete application must include a: resume, cover letter, writing sample, unofficial law school transcript, and completed Stutsman County Application for Employment form.

A copy of the Stutsman County Application for Employment form is at <https://www.co.stutsman.nd.us/how-do-i/careers/>



STATE OF NORTH DAKOTA
COURTS

Job Announcement - Staff Attorney - District Court

Friday, February 21, 2025

Salary: \$109,296.00 - \$150,960.00 Annually

Location: Wahpeton, ND

Job Type: Full-Time/Regular
Job Number: 2025-U2-WAH-23-SADC
Department: Unit 2 - Administration
Opening Date: 02/21/2025
Closing Date: 3/16/2025 11:59 AM Central

General Summary or Purpose

We understand that compensation isn't a one-time discussion. Please see [Compensation](#) for more details on our compensation strategy.

This position is largely in-person with the possibility of remote work as approved by the supervising judge. *Interested applicants must submit a cover letter, resume, writing sample, and copy of law school transcript.*

The North Dakota Court System offers employment opportunities that provide a rewarding career in public service working together to deliver justice. The Court System offers an excellent benefits package including employer-paid family health insurance premiums, retirement contributions and generous vacation and sick leave accruals.

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 and in writing.
- Enjoys researching, analyzing, and writing.
- Obsesses with detail ensuring accuracy of work.
- Deliberately and thoroughly organizes and analyzes information.
- Demonstrates an ability to provide sound judgment 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.

The Ideal Candidate Minimum Qualifications:

- Juris doctor degree from an accredited law school;
- 2 years of related experience conducting legal research, preparing or presenting cases in state courts. 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;
- North Dakota law license or ability to obtain within one year of job entry; and
- Valid driver's license or evidence of equivalent mobility.

Major Responsibilities & Essential Functions

Title of Immediate Supervisor: Presiding District Court Judge

Accountable for (Job Titles): Law Clerk

FLSA Status: Exempt

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 proceedings using audio recording equipment, writing court logs, and noting appearances and essential events during the proceedings. Performs courtroom duties.

- Conducts in-depth legal research and analysis of legal precedents, statutes, regulations, and legislative history for all judges and judicial referees in the district. Reviews case records, including briefs and transcripts/recordings of prior hearings when necessary. Drafts findings and orders for the district court judges and judicial referees on complex cases in all areas of the law, including civil, criminal, juvenile, family law, and administrative appeals.
- Edits draft opinions prepared by other law clerk staff, judges, and judicial referees and offers changes in style or content. Reviews legal analysis and proofreads findings and orders for both style and content.
- Confers with judges and judicial referees on pending cases. Provides background research and analysis on the law and facts. Provides summary and analysis of relevant similar issues faced by other judges in the district and resolution of prior similar cases. Identifies nuances in the cases and suggests areas that will need clarification at any hearing. Suggests possible resolutions and alerts judges to any possible concerns or appealable issues surrounding proposed resolutions of issues.
- Drafts jury instructions and special verdict forms for upcoming trials. Conducts necessary research for judges to make a determination on any requested special jury instructions and to make a determination on relevant pattern instructions. Confers with judges regarding closing instructions and drafts closing instructions.
- Assists judges through ongoing complex trials. Provides insight and legal analysis on trial matters as requested by judges, including objections, in-chamber conferences, and motions made through trial. Conducts in-depth legal research during the trials to provide the judges with the necessary law for making quick decisions and rulings as issues arise during trial.
- Drafts orders for judges after complex bench trials. Attends entire bench trial if requested and analyzes testimony and evidence presented to the assigned judge. Suggests possible resolution and drafts final findings and order as requested by the assigned judge.
- In districts with multiple law clerks, if assigned by the presiding judge of the district, may supervise the term law clerk. Supervision may include: reviewing resumes and application materials, conducting interviews, making hiring decisions, training, orientating, answering questions, and mentoring on cases and legal issues.
- Accurately records, transcribes, and certifies the record of court and jury trial proceedings, unless it is prepared by a third party, by computer-aided equipment per state and appellate requirements. Responsibility also requires taking court notes during hearings to identify appearances and to note significant events during the hearing and to locate and present prior testimony. Requires travel to other counties within and outside of the district for court proceedings assigned to the district judge or referee.
- Performs clerking duties in courtroom, administers oath, marks documents, maintains logs and other forms, and transfers storage devices, files, and records to the clerk of district court for reference.

- Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications & Certification or Licensing Requirements

Requires a juris doctor degree from an accredited law school and two 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.

North Dakota law license or ability to obtain within one year of job entry.

Valid driver's license or evidence of equivalent mobility.

If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within six months of job entry. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

Knowledge, Skill, & Physical Requirements

Knowledge Requirements:

- Extensive knowledge of federal and state constitutional laws, statutory law, and court case precedent.
- General knowledge of court administration and office management policies and procedures.
- Extensive knowledge of court system operations, court procedures, and rules including legal rules of evidence, civil procedures, criminal procedures, and appellate procedures.
- Knowledge of logical legal theorems, their application to legal precedent, rules of legal interpretation, and statutory interpretation.

Skill Requirements:

- Skilled in organizing, planning, and prioritizing own work priorities, needs, and projects.
- Skilled in balancing the workload of assignments from all judges in the district and prioritizing matters that are assigned.
- Skilled in learning, understanding, and utilizing the preferences and writing style of all judges in the district.
- Skilled in conducting legal research and the application and interpretation of legal concepts, principles, and legal theorems to the specifics of individual cases.
- Skilled in the use of legal research resources and software (i.e. Westlaw, Lexis Nexis, etc.) and general office support applications (i.e. word processing and other desktop software/applications).
- Skilled in formulating, writing, and drafting legal orders in a clear, concise, and coherent manner in accordance with the requirements of the court.
- Skilled in applying legal principles, rules, concepts, precedents, and cases in addressing individual cases and legal problems/issues.
- Skilled in presenting and communicating controversial or complex topics in an effective and persuasive manner in public presentations and speeches before managers, courts, boards, judges, or committees.

Physical Requirements:

- The essential functions of the job typically require: grasping, walking, sitting, seeing, talking, hearing, feeling, fingering, and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.

- Physical requirements can typically be characterized as Sedentary Work: Exerting up to 10 lbs. 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.

View the complete job posting here: <https://www.governmentjobs.com/careers/ndcourts/jobs/4842360/staff-attorney-district-court-wahpeton?pagetype=jobOpportunitiesJobs>



STATE OF NORTH DAKOTA
COURTS

Job Announcement - Assistant State's Attorney - Grand Forks

Wednesday, March 5, 2025

Job Opportunity: Assistant State's Attorney

Starting Annual Rate: \$90,319.86 - \$128,774.51 (DOE) (annually), paid semi-monthly

Status/Shift Details: Full-time, benefit eligible. Monday – Friday, 40 hours per week. This role might experience variation to work hours and days to support the department and County needs. This position is not eligible for remote work.

Close Date: March 19, 2025

To Apply: A Grand Forks County application must be completed and submitted with a resume and cover letter. Applicants seeking Veteran's Preference must submit form DD214 along with their application. If applicant is within 3 years of law school graduation, the applicant must also submit a law school transcript and writing sample. Applications may be obtained from:

151 South 4th Street, 1st Floor

Grand Forks, ND 58201

Or from: <https://www.gfcounty.nd.gov/information/employment-opportunities>

Selection Process: Prospective employees will undergo a thorough background investigation. Each applicant's education, training, and experience will be rated based on required application materials submitted and the top-scoring candidates will be forwarded for further consideration.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

Benefits: While employed at Grand Forks County, you will receive a generous number of paid holidays, paid time off, benefits, and retirement. Did you know that that Grand Forks County participates in NDPERS Retirement - 16.26% and employees only have to contribute 2% and the County pays the rest!

ABOUT THE POSITION: Grand Forks County States Attorney's Office is seeking a **FULL-TIME ASSISTANT STATE'S ATTORNEY**. Under limited supervision, assists the State's Attorney in providing legal representation for Grand Forks County involving the prosecution of criminal cases and legal representation in civil matters relating to the County and its' entitles. Reports to the State's Attorney.

Typical Duties and Responsibilities:

The following duties are typical for this classification. Applicants may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Prepare legal documents and try felony and misdemeanor criminal jury cases. Draft criminal charging documents and file preparation. Present evidence in preliminary hearings involving felony charges.
- Represent the County with various community organizations, law enforcement agencies, and legal boards. Perform legal research for the County and report findings to appropriate source.
- Prepare briefs and argue appeals to the North Dakota Supreme Court. Prepare search warrants for law enforcement agencies. File and prepare response briefs in suppression motions.
- Prepare, file, and try civil forfeitures on seized property.
- Provide legal assistance to law enforcement agencies. Present educational forums to law enforcement agencies. Act as liaison for various government and law enforcement agencies.
- Represent petitioner in Juvenile Court and mental health cases as assigned and attend Juvenile Court hearings.
- Appear in District Court for various hearings, jury and bench trials and legal matters.
- Handle confidential matters daily relating to all divisions of the States Attorney's Office.
- Attends work during regularly scheduled hours.

- Perform other duties as assigned or apparent.
- Respond to visitors and telephone calls from the public regarding legal issues.

Education: Completion of Juris Doctorate Degree and a North Dakota license to practice law or eligibility for licensure in the State of North Dakota. Legal Experience preferred but not necessary.

Knowledge, Skills, and Abilities:

- Knowledge and experience as to a broad range of issues pertaining to the practice of law including, civil and criminal litigation, and appeals. Ability to maintain satisfactory work relationships with justice partners, County employees, and the public. Ability to communicate effectively with the public, business, and civic groups. Highly developed legal writing skills.
- Ability to maintain a high degree of confidentiality.
- Excellent time management and organizational skills.
- Clean discipline record.
- Ability to successfully pass all background and pre-employment requirements.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Physical Abilities: This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and manual dexterity, frequently requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing

or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Working Environment: Ideal working conditions; not normally exposed to unusual environmental work elements.

Hazards: Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

Grand Forks County does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. (NDCC 14-02.4)