

## **SUPREME COURT JUDICIAL STAFF**

### **Justices' Law Clerks**

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Each supreme court justice employs a law clerk to assist in the writing and research required for the preparation of formal Supreme Court opinions. The law clerks are recent law school graduates of high academic standing. They are selected for a one-year appointment which may be renewed for an additional year.

### **Clerk of the Supreme Court**

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The supreme court clerk, appointed by the Supreme Court, files, indexes, and preserves all Court records. The clerk also monitors the progress of appeals and original proceedings, schedules oral arguments, records Court decisions, and disseminates Court rules.

### **Chief of Legal Research**

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The Supreme Court appoints a chief of legal research to:

- Manage the Supreme Court Law Library which consists of print, CD-Rom and computerized research capabilities.
- Supervise and coordinate the efforts of staff attorneys -- screen cases and make suggestions to the Court regarding disposition, research substantive and procedural questions, and draft rules and legislation.
- Serve as executive secretary of the Board of Bar Examiners -- assist the examiners in developing, administering and correcting the examination given to candidates seeking admission to the South Dakota Bar.

## **OFFICE OF THE STATE COURT ADMINISTRATOR**

Under supervision of the chief justice, who is administrative head of the Unified Judicial System, the State Court Administrator is the nonjudicial officer who implements the rules and policies of the Supreme Court as they apply to the operation and administration of the courts and is the liaison between the judicial branch and the other branches of state and local government. To ensure efficient and responsive operation, the Office of the State Court Administrator provides centralized administrative assistance and support services to the entire Unified Judicial System through its five divisions.

### **Budget and Finance**

The office develops the annual budget request and oversees the approved budget, provides technical assistance to circuits regarding automated accounting system, operates payroll and purchasing functions.

### **Human Resources**

This office is responsible for administering position, salary classification and recruitment activities, and is responsible for training judicial personnel.

### **Information and Technology**

This office provides networking services and support to judicial workstations statewide including connectivity from the desktop to multiple computing platforms and environments. The office also creates and maintains information systems that support the case management functions of the Unified Judicial System and trains users in the use of these computer systems.

### **Trial Court Services**

This office provides guidance and support to the circuit courts to assure uniformity within clerks functions and probation services.

### **Public Information and Education**

This office provides caseload analysis to assist the circuit courts with management decisions and provides information to the public regarding court procedures.

## **CIRCUIT JUDICIAL STAFF**

### **Administrative Staff**

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There is a circuit court administrator in each circuit to assist the presiding judges with budget, personnel, and reporting requirements.

### **Law Clerk**

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Two circuits have full-time staff attorney positions. In addition, each circuit employs at least one recent law school graduate to provide research assistance to the judges in the circuit.

### **Clerk of Court**

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Each county is assigned a clerk of court, although in some counties the clerk is only part time. The duties of the clerk are to maintain the official court files, organize the court calendar, and accept and record fines and fees. Clerks may also act as clerk magistrates if they are so appointed by the presiding judge.

### **Court Services Officers**

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Under the direction of circuit judges, court services officers design and supervise juvenile diversion programs; conduct presentence investigations and prepare reports; provide interstate compact supervision; and provide probation services to juvenile, misdemeanor and felony probationers. Court services officers are supervised by a chief court services officer appointed by the presiding judge.

### **Court Reporter**

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Circuit and magistrate judges are assisted by court reporters who take verbatim notes of court proceedings and prepares transcripts as needed.

### **Bailiff**

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Bailiffs ensure that no one talks to or improperly influences a jury while it is hearing a case or deliberating a verdict. Bailiffs open court and maintain order when requested to do so by a judge.

## Clerk Magistrate Staffing

Table 3 shows the number clerk-magistrates, deputy clerks, deputy magistrates, domestic violence coordi-

nators, scheduling clerks and accounting clerks in each circuit, and includes both full- and part-time positions.

**Table 3. CLERK-MAGISTRATE STAFFING BY CIRCUIT - FY2003**

<b>CIRCUITS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>TOTAL</b>
<b>FULL-TIME POSITIONS</b>								
Court Clerk-Magistrate	12	2	12	4	7	8	3	48
Deputy Court Clerk	2	27	1	0	6	0	17	54
Deputy Court Clerk-Magistrate	9	6	11	8	4	6	5	48
Domestic Violence Coordinators	0	1	0	0	0	0	1	2
Scheduling Clerk	0	0	0	0	0	0	1	1
Accounting Clerk	0	1	0	0	0	0	0	1
<b>CIRCUIT FULL-TIME TOTALS:</b>	<b>23</b>	<b>37</b>	<b>24</b>	<b>12</b>	<b>17</b>	<b>14</b>	<b>27</b>	<b>154</b>
<b>PART-TIME POSITIONS</b>								
Court Clerk-Magistrate	1	0	2	4	3	4	0	14
Deputy Court Clerk	4	0	2	0	1	0	2	9
Deputy Court Clerk-Magistrate	8	0	10	8	1	9	0	36
<b>CIRCUIT PART-TIME TOTALS:</b>	<b>13</b>	<b>0</b>	<b>14</b>	<b>12</b>	<b>5</b>	<b>13</b>	<b>2</b>	<b>59</b>

**Table 4. STAFFING ALLOCATIONS BY JUDICIAL CIRCUIT - FY2003**

<b>CIRCUITS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>TOTAL</b>
Circuit Judge	6.0	8.0	6.0	4.0	4.0	4.0	6.0	38.0
Magistrate Judge	2.0	4.0	0.9	1.0	1.0	0.5	3.0	12.4
Staff Attorney	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0
Law Clerk	2.0	2.0	1.0	1.0	1.0	1.0	1.0	9.0
Circuit Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	7.0
Court Reporter	6.0	7.0	6.0	5.0	5.0	4.0	6.0	39.0
Court Recorder	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0
Scheduling Clerk	0.0	4.0	0.0	1.0	1.0	0.0	3.0	9.0
Clerk of Court	12.6	2.0	13.6	6.0	8.6	10.2	3.0	56.0
Deputy Clerk of Court	15.8	33.0	16.4	9.0	10.8	8.8	22.9	116.7
Accounting Clerk	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0
Domestic Abuse Coordinator	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0
Bailiff	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0
Chief Court Services Officer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	7.0
Deputy Chief Court Services Officer	1.0	1.0	0.0	0.0	0.0	0.0	1.0	3.0
Court Services Officer	10.0	18.0	9.0	6.0	6.0	6.0	15.0	70.0
Court Services Officer (Intensive)	4.0	2.0	1.0	1.0	3.0	0.0	2.0	13.0
Secretary	5.0	4.5	5.0	3.5	2.0	2.0	5.0	27.0
<b>CIRCUIT TOTALS:</b>	<b>66.4</b>	<b>93.5</b>	<b>60.9</b>	<b>39.5</b>	<b>44.4</b>	<b>38.5</b>	<b>72.9</b>	<b>416.1</b>

**Staffing Allocations**

Table 4 reflects full-time equivalent (FTE) positions authorized in the seven judicial circuits for the current fiscal year. Because many of the positions in the Unified Judicial System are part time, staffing data is repre-

sented as FTE which is based on hours worked per year (2080 hours = 1 FTE). Therefore, two persons employed in a given position, each on a half-time basis, would appear as 1.0 FTE.