SUPREME COURT JUDICIAL STAFF

Justices' Law Clerks

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

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

The Supreme Court appoints a chief of legal research to:

- Manage the Supreme Court Law Library -- maintain and update over 40,000 volumes

- 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.

SUPREME COURT JUDICIAL STAFF

Justices' Law Clerks

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

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

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.

Personnel and Training

This office is responsible for all personnel actions; prepares, coordinates and conducts training programs.

Planning & Systems Development

This office provides technology support by designing, developing and managing automated accounting and data collection systems and personal computer applications and caseload and offender analyses; trains personnel on use of mainframe and personal computer systems

Court Services

This office provides advice on issues relating to probation, juveniles, restitution, and adult interstate compact; provides guidance and support to circuit court services staffs; develops and coordinates all training for court services officers.

Court Support Services

This office provides a wide range of support services to the circuit courts of the state and the State Court Administrator. Chief among the responsibilities is coordinating clerk of court operations to ensure consistency in procedures, working with court reporters, and providing statistical analyses.

CIRCUIT JUDICIAL STAFF

Administrative Staff

Circuit administrative staff assist the presiding judges with budget, personnel, and reporting requirements.

Law Clerk

Each circuit employs at least one recent law school graduate to provide research assistance to the judges in the circuit.

Clerk of Court

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

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, misdemeanant and felony probationers. Court services officers are supervised by a chief court services officer appointed by the presiding judge.

Court Reporter

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

Bailiff

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

Table 3. CLERK-MAGISTRATE STAFFING BY CIRCUIT – FY2001

CIRCUITS:	1	2	3	4	5	6	7	TOTAL
FULL-TIME POSITIONS								
Court Clerk-Magistrate	13	2	12	4	7	8	3	49
Deputy Court Clerk	2	27	11	0	5	2	15	62
Deputy Court Clerk-Magistrate	9	2	0	8	4	4	4	31
Accounting Clerk	0	1	0	0	0	0	1	2
CIRCUIT FULL-TIME TOTALS:	24	32	23	12	16	14	23	144
PART-TIME POSITIONS								
Court Clerk-Magistrate	0	0	1	4	3	4	0	12
Deputy Court Clerk	3	0	1	0	2	1	1	8
Deputy Court Clerk-Magistrate	7	1	11	7	1	9	0	36
CIRCUIT PART-TIME TOTALS:	10	1	13	11	6	14	1	56

Table 4. STAFFING ALLOCATIONS BY JUDICIAL CIRCUIT – FY2001

CIRCUITS:	1	2	3	4	5	6	7	TOTAL
Circuit Judge	6.0	8.0	6.0	4.0	4.0	5.0	5.0	38.0
Magistrate Judge	2.0	4.0	0.9	1.0	1.0	.5	3.0	12.4
Law Clerk	1.0	2.0	1.0	1.0	1.0	1.0	1.0	8.0
Circuit Administrator/Admin. Asst.	1.0	1.0	1.0	1.0	1.0	1.0	1.0	7.0
Court Reporter	6.0	8.0	6.0	5.0	5.0	4.0	7.0	41.0
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	2.0	8.0
Clerk of Court	13.0	2.0	13.8	6.0	8.7	10.2	3.0	56.7
Deputy Clerk of Court	14.7	29.5	15.3	8.7	10.8	8.8	19.5	107.3
Accounting Clerk	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0
Domestic Abuse Coordinator	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0
Bailiff	0.6	2.2	0.4	1.0	0.3	0.3	0.7	5.5
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	5.0	6.0	13.0	67.0
Court Services Officer (Intensive)	3.0	2.0	0.0	0.0	2.0	0.0	4.0	11.0
Secretary	5.0	4.5	5.0	3.5	1.8	2.0	5.0	26.8
CIRCUIT TOTALS:	64.3	90.2	59.4	39.2	42.6	39.8	69.2	404.7

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.