

JUDICIAL STAFFING

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. Law clerks are law school graduates of high academic standing.

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. The State Court Administrator is the liaison between the judicial branch and other branches of state and local governments. To ensure efficient and responsive operation, the State Court Administrator's Office provides centralized administrative assistance and support services to the entire Unified Judicial System through the following seven divisions.

Budget and Finance

This 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 and Judicial Branch Education

This office is responsible for administering position, salary/compensation, and recruitment/retention functions and the development of personnel rules, policies and procedures. The office provides guidance and support on all personnel issues to the circuits and the State Court Administrator's Office. The office is also responsible for the development and training of all judicial officers and non-judicial personnel.

Information and Technology

This office provides networking services and support, including training, to judicial workstations statewide including connectivity from the desktop to multiple computing platforms and environments.

Court Information and Publications

This office provides caseload analysis to assist the circuit courts and the State Court Administrator with management decisions. This office also oversees various grant applications, provides court information and materials to the public, and assists in distribution of court information via the UJS Website, the UJS Annual Report and other publications.

Legal and Legislative Counsel

This office provides legal advice and legislative services to the Unified Judicial System, as directed by and in consultation with the Chief Justice and State Court Administrator. Duties include, but are not limited to, drafting proposed legislation, tracking and testifying on legislation, writing outside contracts, and managing litigation matters. In addition, this office coordinates the child support referee program, is the liaison for media inquiries, promotes state-tribal relations, and staffs many Supreme Court committees.

Trial Court Services

This office provides a wide range of support services to the circuit courts of the state and the State Court Administrator. The office provides direction on issues relating to adult and juvenile probation and adult and juvenile interstate compact requirements. The office provides guidance and support to circuit court services staff and clerk of courts staff and assists in ensuring procedural consistency amongst the circuits.

Case Management Systems

This office creates and maintains information systems that support the case management functions of the Unified Judicial System.

CIRCUIT JUDICIAL STAFF

Circuit Court Administrator

There is a circuit court administrator in each circuit to assist the presiding judge with budget, personnel, and reporting requirements as well as day-to-day operations.

Law Clerk

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

A clerk of court is responsible for maintaining official court files of all cases brought before the court, organizing the court calendar, and accepting any fines, fees and court costs. Clerks may also act as clerk magistrates if they are so appointed by the presiding judge.

Court Services Officer

Each circuit has a staff of court services officers (formerly called probation officers) trained to provide a wide variety of assistance to judges, offenders, and the community at large.

Under the direction of circuit judges, court services officers supervise adults and juveniles who are placed on probation by the courts. In each circuit a chief court services officer is appointed by the presiding judge to supervise court services officers and to provide a variety of services to those individuals under probation.

Court Reporter

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

Bailiff

Jury bailiffs are judicial officers, representing the court. They are objective, unbiased, and neutral about cases. Bailiffs keep jurors protected from all outside influences while they are hearing a case or deliberating a verdict and acts as a link between the jury and the judge. Work is performed under the immediate direction of the trial judge.

Clerk Magistrate Staffing

Table 3 shows the number of 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 - FY2009

CIRCUITS:	1	2	3	4	5	6	7	TOTAL
<u>FULL-TIME POSITIONS</u>								
Court Clerk-Magistrate	12	1	11	3	6	7	3	43
Deputy Court Clerk	1	39	0	1	6	0	19	66
Deputy Court Clerk-Magistrate	11	3	13	9	4	6	7	53
Domestic Violence Coordinators	0	1	0	0	0	0	1	2
Scheduling Clerk	0	0	0	0	0	0	1	1
Accounting Clerk	0	0	0	0	0	0	0	0
CIRCUIT FULL-TIME TOTALS:	24	44	24	13	16	13	31	165
<u>PART-TIME POSITIONS</u>								
Court Clerk-Magistrate	1	0	2	5	4	4	0	16
Deputy Court Clerk	3	1	0	1	0	0	0	5
Deputy Court Clerk-Magistrate	9	0	9	8	2	6	1	35
CIRCUIT PART-TIME TOTALS:	13	1	11	14	6	10	1	56

Table 4. STAFFING ALLOCATIONS BY JUDICIAL CIRCUIT - FY2009

CIRCUITS:	1	2	3	4	5	6	7	TOTAL
Circuit Judge	6.0	9.0	6.0	4.0	4.0	4.0	6.0	39.0
Magistrate Judge	2.0	4.0	0.9	1.0	1.0	1.0	3.0	12.9
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	8.0	6.0	5.0	5.0	4.0	7.0	41.0
Court Recorder	0.0	1.0	0.5	0.0	0.0	0.0	1.0	2.5
Scheduling Clerk (<i>Circuit & Clerk</i>)	0.0	3.0	0.0	1.0	1.0	0.0	3.0	8.0
Circuit Court Admin Secretary	0.8	2.0	1.0	0.0	0.0	0.5	0.0	4.3
Secretary II	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Clerk of Court	12.6	1.0	12.5	6.0	8.4	9.3	3.0	52.8
Deputy Clerk of Court	2.6	39.5	0.0	1.1	6.0	0.0	19.0	68.2
Deputy Court Clerk Magistrate I	14.9	3.0	17.7	9.5	4.8	8.5	7.5	65.9
Accounting Clerk	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Domestic Violence 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	0.2	0.0	0.5	2.7
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	12.0	20.0	9.0	7.0	7.0	5.0	18.0	78.0
Court Services Officer (Intensive)	4.0	2.0	1.0	1.0	3.0	2.0	3.0	16.0
Secretary	4.5	4.5	4.5	3.8	3.3	2.5	5.0	28.1
CIRCUIT TOTALS:	70.4	106.0	62.1	42.4	46.7	39.8	83.0	450.4

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 represented as FTE which is based on hours worked per fiscal year (2088 hours = 1.0 FTE). Therefore, two persons employed in a given position, each on a half-time basis, would appear as 1.0 FTE.

The 4th Circuit Drug Court was added to the FY2010 base budget and therefore, the 3.0 FTE associated with that program will not appear until the FY2010 Annual Report.