



UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF NORTH DAKOTA

**NOTICE OF POSITION VACANCY**

**Position:** Clerk of Court  
**Vacancy Number:** 21-01  
**Classification:** JSP 16 (Salary Range \$150,212-\$183,300)  
(Commensurate with qualifications and experience)  
**Location:** Fargo, North Dakota  
**Opening Date:** May 6, 2021  
**Closing Date:** June 2, 2021

**Overview**

The United States Bankruptcy Court for the District of North Dakota is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a federal court or law-related environment. The Clerk works in collaboration with and reports directly to the Chief Bankruptcy Judge. This position is located in Fargo, North Dakota.

**The Position**

The Clerk is an executive level manager appointed by the Chief Bankruptcy Judge with overall management authority and responsibility for the non-judicial components of the court. The Clerk occupies the highest non-judicial position in the court and works closely with the Chief Judge in assuring that the administrative and operational needs of the court are effectively and efficiently met. This position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and efficiently.

The Clerk supervises a staff of eight employees, oversees the office in Fargo, North Dakota, provides operational support to the Chief Judge, and consults with and makes recommendations to the Chief Judge regarding court policies and procedures. The Clerk is the official custodian of the records and dockets of the court and is accountable for all fees, costs and other funds

collected by the court. As the certifying officer for the court, the Clerk is responsible for the efficient use of the court's resources, and manages the administrative, budget and operational activities of the court. The Clerk serves as the court's liaison to and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk serves at the pleasure of the Chief Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §156(e) and (f).

The Clerk performs duties which include, but are not limited to:

- Working closely with the Chief Judge regarding court administration and policy;
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service-based organization;
- Directing the processing of bankruptcy cases and adversary proceedings;
- Promoting and maintaining the integrity of official court records in the custody of the Clerk;
- Directing and overseeing the court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters;
- Performing personnel related duties including, but not limited to, hiring or recommending the selection of individuals for hiring, performance management, and personnel actions;
- Preparing and managing the court's annual budget;
- Directing the reporting and accounting of all money received and processed through the office, including adapting and installing new or improved methods, systems and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit and disbursement of monies processed;
- Establishing and adjusting long-range schedules, priorities and deadlines for completion of work assignments, and coordinating project design and implementation;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court;
- Directing the development and administration of comprehensive emergency preparedness plans;
- Establishing proactive relationships with the bar, other court units, Administrative Office committees, and governmental agencies to facilitate and improve the delivery of court services;
- Coordinating and preparing statistical studies and reports as required by the court, the circuit, the Administrative Office of the United States Courts, and the Judicial Conference of the United States;
- Serving as the court's Public Information Officer; and
- Performing special duties as directed.

## **Qualifications**

- Must be a U.S. citizen or eligible lawful permanent resident seeking citizenship.
- A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field; a post-graduate degree in these areas is preferred.

- Candidates must have a minimum of 10 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long- and short-range planning) in public service, law or business which provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility.
- Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation (including automated case management systems), and a working knowledge of the Federal Rules of Bankruptcy Procedure and adversary proceeding case flow.
- Solid organizational, problem solving, and conflict resolution, as well as outstanding oral and written communications skills, are required. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision and values.
- A performance history that clearly reflects skills and demonstrable experience in managing a complex and detailed annual budget.

## **Benefits**

- Paid annual and sick leave
- 10 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Parking privileges

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

## **Selection Process**

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Prior to appointment, the selectee considered for this position is required to undergo an FBI background check and investigation. The selectee may be appointed provisionally, and retention is contingent upon a favorable background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

## **Application Procedure**

**To be assured consideration for this position, qualified applicants must submit the following:**

- Completed AO 78 (Federal Judicial Branch Application for Employment) (Form is available here: <https://www.uscourts.gov/services-forms/forms>)
- Cover letter outlining qualifications, relevant experience, management style and philosophy (include vacancy number 21-01)
- Resume
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity

**Documents must be sent in PDF format to: [ginger\\_elless@ndb.uscourts.gov](mailto:ginger_elless@ndb.uscourts.gov)**

*The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted.*

***The United States Bankruptcy Court is an Equal Opportunity Employer and values diversity.***