

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Part-Time Generalist Clerk (One or more)
Location:	Little Rock Office - Announcement #18-C04
Closing Date:	Open Until Filled *Review of Resumes Begins Upon Receipt
Starting Salary/Range:	\$12.83 per hour (CL-22)
Tour of Duty:	Part-time (flexible hours: 20 hours per week minimum)

Position Overview: The United States District Court, Eastern District of Arkansas, is recruiting for a part-time Generalist Clerk position. Duties include, but are not limited to scanning of pleadings, indexing documents in Case Management/Electronic Case Filing system, scanning, organizing and moving paper records and other administrative duties. This is a temporary appointment, with extension of the appointment dependent on performance and budget reviews.

Qualifications: Must be a high school graduate or equivalent with excellent communication and automation skills.

Employees of the U. S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending accounts, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #18-C04
United States District Clerk's Office
600 West Capitol, Room A-149
Little Rock, AR 72201-3325**

**** The Court is an Equal Opportunity Employer ****

July 31, 2018

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