



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Jury & Operations Clerk (One or more positions)
Location:	Little Rock Clerk's Office - Announcement #24-C01
Closing Date:	Open Until Filled
Starting Salary/Range:	CL 24 / 25 (\$43,414-\$77,966)* *depending on qualifications and hours of work
Tour of Duty:	20 hours or more per week (Part-Time/Full-time available)

Position Overview: The United States District Court, Eastern District of Arkansas, is recruiting for a Jury & Operations Clerk position. Duties include, but are not limited to, processing all types of Court documents in the Case Management/Electronic Case Filing (CM/ECF) system and operating the Jury Management System (JMS); assisting with jury selection activities including orientation; performing quality review of docket entries; and assisting the general public and the bar by providing information in person, by telephone and in writing.

Qualifications: Must be a high school graduate or equivalent with excellent communication and automation skills. College degree and experience preferred. One year of specialized experience is required at the CL-24 level and two years specialized experience at the CL-25 level. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures, ability to apply rules, regulations, and directives, use of specialized terminology and automated software and equipment. Such experience is commonly encountered in law firms, financial firms, insurance companies and educational institutions.

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. 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 #24-C01
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325
OR
ared_employment@ared.uscourts.gov**