*** C A R E E R O P P O R T U N I T Y ***

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Courtroom Deputy to U. S. Magistrate Judge
Location:	Little Rock Office-Announcement #15-C01
Closing Date:	Open Until Filled, *Review of resumes upon receipt*
Starting Salary/Range:	$42,644 - $76,152(CL-26/01 -CL-27/61)* *depending on qualifications and experience; if filled at CL-26, promotion potential to CL-27
Tour of Duty:	Full-time

Position Overview: The Clerk's office for the United States District Court, Eastern District of Arkansas, has a position open for a courtroom deputy to a Magistrate Judge. This position manages the judge's caseload and provides courtroom and other assistance by scheduling court proceedings; preparing and issuing notices; attending court hearings, trials, and conferences; and preparing minutes of proceedings.

Qualifications: Must be a high school graduate or equivalent (college degree preferred) with general experience which provides knowledge of office automation software, such as word processing and case management software, experience in communicating with a diverse group of people, scheduling events and managing logistics, and one (1) year specialized experience which provided progressively responsible experience and knowledge of legal procedure and/or legal pleadings, such as might be found in a law office, in the Clerk's office of a United States District Court, or in another court in the judicial system. Preference will be given to extensive experience in court case management/calendaring, proficiency in automated data entry and reports generation.

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 background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume, including education and experience to:

Clerk, United States District Court #15-C01
600 West Capitol, Room A149
Little Rock, AR 72201-3325

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