

\*\*\* CAREER OPPORTUNITY \*\*\*



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS**

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Position Title:	Executive Assistant
Location:	Little Rock Office - Announcement #15-C05
Closing Date:	Opened Until Filled
Starting Salary/Range:	\$38,704 - \$62,951 (CL-25) *depending on qualifications and experience
Tour of Duty:	Full-Time

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**Position Overview:** The United States District Court, Eastern District of Arkansas, has a vacancy open for an Executive Assistant. The Executive Assistant provides administrative and clerical support to the Clerk of Court. Duties include the following: types correspondence; answers and screens telephone calls; prepares travel vouchers and coordinates all travel arrangements; calendars all appointments; schedules and coordinates all meetings; and performs other duties, as assigned.

**Qualifications/Requirements:** High school graduation, or the equivalent, (college degree preferred) plus one year specialized experience at CL-24 level. Prefer a minimum of three years of related administrative experience. The position requires proficiency in Microsoft Word and WordPerfect (spreadsheet experience a plus); strong organizational, interpersonal, oral and written communication skills; and the ability to multi-task and effectively prioritize work assignments. Meticulous attention to detail in a fast-paced, team-based environment and a demonstrated ability to handle confidential information is critical.

**Specialized Experience:** Progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. associated with the administrative functions of a legal environment. Such experience may be acquired in a court, in law firms, in legal counsel offices, in banking or credit firms, social service organizations, or personnel/payroll operations, as well as elsewhere.

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.

Qualified applicants may submit a resume to:  
**Human Resources #15-C05  
United States District Court  
600 West Capitol, Room A149  
Little Rock, AR 72201**