

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title: Law Clerk, Full-Time: U. S. District Judge Brian Miller
Location: Little Rock Office - Announcement # 15-J10
Closing Date: Open Until Filled
Tour of Duty: 40 hours per week minimum.
Starting Salary/Range: JSP Grade 11 to 14 (\$58,562-\$98,633) *
*Depending on qualifications and experience. One to Three Years
Specialized Experience Required for Higher Graded Position

Position Overview: The United States District Court for the Eastern District of Arkansas has a position open for a law clerk to a United States District Judge. A law clerk to a U. S. District Court Judge performs substantive review, research and writing and is responsible for preparing orders, drafting opinions, and making recommendations to the Judge. Primary responsibilities of this position are to provide legal advice and assistance to the Court in connection with social security appeals, including: reviewing all documents forwarded from administrative law judges, reviewing briefs submitted in support of the appeal, drafting orders and other duties as assigned. Appointment longevity is to be determined at the sole discretion of the judge.

Qualifications: To qualify for the position of law clerk a person must be a graduate of an accredited law school, have excellent academic credits, possess superior legal research and writing skills, and be proficient in computer-assisted research, Windows and word processing. Bar membership and federal litigation experience are preferred, as well as experience on the editorial board of law review, moot court and/or publication in a law review journal.

To apply, submit a law school transcript, writing sample, and resume, including education, experience, and references to:

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

Only the most qualified applicants will be interviewed. This position is subject to mandatory EFT participation for payment of net pay. The selected candidate must successfully complete an FBI background check as a condition of employment.

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