



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Intake/Generalist Clerk(s) (One or more positions)
Location:	Little Rock Clerk's Office - Announcement #16-C04
Closing Date:	Open Until Filled
Starting Salary/Range:	CL23/24/25 \$32,019 to \$63,664 <i>Depending on qualifications and experience.</i>
Tour of Duty:	Full-time

Position Overview: The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Intake/Generalist Clerk position. Duties include, but are not limited to, collecting appropriate fees and preparing receipts, opening new cases, making a judge assignment in each case, signing and issuing civil processes; preparing searches of civil and criminal cases, exemplifications, registration of judgments and certifications; assisting the general public and the bar by furnishing basic information at the counter, by telephone, and by letter on the status of civil and criminal actions; processing all types of court documents in the Case Management/Electronic Case Filing (CM/ECF) system; performing daily quality review on docket entries; and maintaining, organizing and filing of records.

Qualifications: Must be a high school graduate or equivalent with excellent communication and automation skills. Must have two years of general experience to be appointed at a CL-23. 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, banking 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 FBI and local background checks as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #16-C04
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325**