

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Part-Time Temporary Administrative Generalist Clerk
Location:	Little Rock Clerk's Office - Announcement #16-C06
Closing Date:	Open Until Filled (<i>Review of Resumes upon Receipt</i>)
Starting Salary/Range:	CL 22/23 <i>Depending on experience</i>
Tour of Duty:	20 hours weekly- 90 Day Temporary

Position Overview: The Clerk's office for the United States District Court, Eastern District of Arkansas, has a temporary part-time position open for an Administrative Generalist Clerk. This position assists personnel with the installation, moving and testing of courtroom technology equipment and with all tasks related to disposal of equipment and furniture including updating the inventory, moving furniture and equipment, and accompanying receiving agencies when they are on Court premises. This is a 90 day temporary position with extension of the appointment dependent on performance and budget reviews.

Qualifications: High school graduation, or the equivalent. For higher CL level, two years general experience is required.

General Experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the primary duties of the position.

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 #16-C06
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325**

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