

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



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title: Social Security Law Clerk  
Location: Little Rock Office-Announcement #16-J08  
Closing Date: Open Until Filled  
Tour of Duty: Full-Time  
Starting Salary/Range: JSP Grade 11 to 14 (\$59,246-\$99,785)\*  
\* Depending on Qualifications and Experience. One to Three Years Specialized Experience Required for Higher Graded Position.

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**Position Overview:** The Social Security Law Clerk will work under the supervision of a United States Magistrate Judge. 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.

**Qualifications:** To qualify, a person must be a law school graduate (or merely awaiting conferment of degree, with certification of the completion of all law school studies and requirements) and standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree. Bar membership is required for JSP 12 or above. If hired below a grade 14 there is promotion potential to a grade 14 without further competition. Candidates should be proficient in the use of standard office software and automated legal research applications.

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

**Clerk, United States District Court  
600 West Capitol, Room A-149  
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 and local background check as a condition of employment.

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