

\*\*\* EMPLOYMENT OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title: Data Analyst - Announcement #19-C13  
Location: Clerk's Office: Little Rock  
Closing Date: Open Until Filled  
Starting Salary/Range: CL 24 / 25 (\$37,245 - \$66,888) *Depending on qualifications and experience. If appointed at a CL-24, promotion potential to a CL-25.*  
Tour of Duty: Full-time

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**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Data Analyst position. Duties include, but are not limited to, reviewing, organizing, and analyzing statistical and productivity data for management; monitoring civil and criminal case reports in the CM/ECF electronic filing system; and daily case processing duties.

**Qualifications:** Must be a high school graduate or equivalent (college preferred), plus one-year specialized experience at the CL-23 level is required. For appointment at higher salary one year of specialized experience is required at the lower 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.

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. Must be a U.S. Citizen or permanent resident seeking citizenship. 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 #19-C13  
United States District Clerk's Office  
600 West Capitol, Room A149  
Little Rock, AR 72201-3325**

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