

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Career Law Clerk to a District Judge <i>(Anticipated start date - Fall 2020)</i>
Location:	Little Rock Office - Announcement #19-J03
Closing Date:	Open Until Filled
Starting Salary/Range:	JSP Grade 11 to 14 (\$64,009 - \$140,146)* *depending on qualifications and experience
Tour of Duty:	Full-time

Position Overview: The United States District Court for the Eastern District of Arkansas has a position open for a career law clerk to a United States District Judge. A career law clerk to a United States District Judge performs substantive review, research, and writing and is responsible for preparing orders, drafting opinions, and making recommendations to the Judge addressing a variety of topics in both civil and criminal litigation. There is daily interaction with the Judge concerning legal and court-related issues.

Qualifications: To qualify for the position of career 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 software. Bar membership and federal litigation experience are preferred, as well as experience on the editorial board of law review, moot court experience, and/or publication in a law review journal.

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

**Clerk, United States District Court 19-J03
600 West Capitol, Room A149
Little Rock, AR 72201-3325**

Only the most qualified applicants will be interviewed. Incumbent is entitled to benefits which include the retirement system, health insurance benefits, life insurance, flexible spending accounts, and periodic salary increases. This position is subject to mandatory EFT participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete FBI and local background checks as a condition of employment

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