

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



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title: Pro Se Law Clerk (Non-Prisoner Cases)  
Location: Little Rock Office-Announcement #19-J07  
Closing Date: Open Until Filled - (Anticipated Start Date April 2020)  
Tour of Duty: Full-time  
Starting Salary/Range: JSP Grade 11 to 14 (\$64,009 - \$140,146)\*  
\* Depending on Qualifications and Experience. One to Three Years Specialized Experience Required for Higher Graded Position.

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**Position Overview:** The Pro Se Law Clerk will primarily assist all the District and Magistrate Judges on civil cases filed by pro se litigants who are not incarcerated. The clerk will also assist on social security cases and other civil matters, as needed. Responsibilities of this position are to provide legal advice and assistance to the Court in connection with Pro Se complaints, including: review and substantive screening of all complaints and motions to determine legal issues involved; drafting of appropriate orders and opinions; monitoring of all cases up to trial, if necessary; and other duties as assigned. The length of the appointment is within the Court's sole discretion.

**Qualifications:** Because the matters on which the Pro Se Law Clerk will be working often include complex constitutional issues, including significant questions of first impression, candidates must have strong academic credentials, excellent research and writing skills, and superior analytical ability. To qualify, a person must be a law school graduate. 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 must be proficient in the use of standard office software and automated legal applications.

To apply, submit a writing sample, college and law school transcripts 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. Must be a U.S. Citizen or a permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment.

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