

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Financial and Administrative Specialist
Location:	Little Rock Clerk's Office - Announcement #19-C08
Closing Date:	Open Until Filled (<i>Review of resumes upon receipt</i>)
Starting Salary/Range:	CL 25/CL 26 (41,140 – 56,647) <i>Depending on qualifications and experience. If filled at the CL 25, promotion potential to CL 26.</i>
Tour of Duty:	Full-time

Position Overview: The United States District Court, Eastern District of Arkansas, has a full-time position for a Financial and Administrative Specialist who will provide support to the Clerk's office in the areas of finance (primarily accounting and budget), human resources and benefits administration, and other areas in administrative services.

Qualifications: High school graduation, or the equivalent (accounting degree preferred), plus one-year specialized experience at the lower level is required. Specialized experience is progressively responsible experience that has demonstrated the knowledge, skills and abilities required in financial administration and human resources. Experience in more than one of the functional areas of administration such as budgeting, accounting and human resources that have provided a knowledge of terminology, processes, and regulations is preferred.

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-C08
United States District Clerk's Office
600 West Capitol Avenue, Room A149
Little Rock, AR 72201**

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