

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Administrative Generalist Clerk
Location:	Little Rock Clerk's Office - Announcement #20-C05
Closing Date:	Open Until Filled (<i>Review of resumes upon receipt</i>)
Starting Salary/Range:	\$34,596 - \$68,808 (CL 23/24/25)* <i>Depending on qualifications and experience. If filled at CL-23 or CL-24, promotion potential to CL-25.</i>
Tour of Duty:	Full-time

Position Overview: The United States District Court, Eastern District of Arkansas, has a full-time position for an administrative generalist clerk who will provide support to the Clerk's office in the areas of human resources and benefits administration, budget and financial processing, procurement, jury, mail administration and special projects related to administrative support.

Qualifications: High school graduation, or the equivalent (college degree preferred) and two years general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. For appointment at higher salary one year of specialized experience is required at the lower grade. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of administration such as budgeting, accounting, financial reporting and procurement that provide a knowledge of rules, regulations and terminology of administrative support.

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 #20-C05
United States District Clerk's Office
600 West Capitol Avenue, Room A149, Little Rock, AR 72201

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