

*** EMPLOYMENT OPPORTUNITY***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Administrative Supervisor- Announcement #25-CO2
Location:	Clerk's Office: Little Rock
Closing Date:	Open Until Filled (<i>Review of resumes upon receipt</i>)
Starting Salary/Range:	CL-28/29 (\$70,894 - \$137,032) <i>Depending on qualifications and experience. Promotion potential to CL-30 without further competition.</i>
Tour of Duty:	Full-time

Position Overview: The Administrative Supervisor performs professional and managerial work related to multiple administrative functions including, but not limited to finance, budget, procurement, human resources, facilities, and statistical reporting. The incumbent oversees the day-to-day accounting and financial functions for the Court, including managing the annual budget in decentralized budgeting environment and advising Judges, the Clerk of Court, and Managers on staffing, cost projections, and related issues. The Administrative Supervisor ensures compliance with appropriate guidelines, policies, and approved internal controls related to finance, procurement, human resources management. Supervisory duties include monitoring the status and progress of work; auditing work performed by staff for accuracy, completeness, timeliness and compliance with established rules; planning, coordinating, and scheduling leave to ensure adequate coverage in the office; evaluating employees' work performance; and serving as a backup to staff in these areas consistent with internal control requirements.

Required Qualifications: Must be a high school graduate or equivalent plus at least one-year of specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration. Requires the ability to communicate effectively with all levels in the Judiciary and the public, learn rapidly, work independently, and be flexible.

Preferred Qualifications: A bachelor's degree from an accredited college or university. Five years of specialized experience in areas supervised providing a broad knowledge of Judiciary guidelines, policies and internal controls. Prior federal or state government financial experience strongly 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. The selected candidate must successfully complete FBI and local background checks as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #25-C02
United States District Clerk's Office
600 West Capitol Avenue, Room A149
Little Rock, AR 72201**

OR

Ared_employment@ared.uscourts.gov

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

July 28, 2025

Announcement #25-CO2