

* * * CAREER OPPORTUNITY * * *



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Jury Clerk
Location:	Little Rock Office – Announcement #22-C03
Closing Date:	Until Filled
Starting Salary:	\$35,788 - \$64,441 (CL 23/24) <i>depending on experience and qualifications – if appointed at lower grade, promotion potential without further competition</i>
Tour of Duty:	Full-time

The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Jury Clerk. Responsibilities include, but are not limited to, processing and maintenance of jury records, answering telephone calls, assisting with jury selection activities, and serving as backup to the Jury Administrator.

Qualifications: Must be a high school graduate or equivalent (college degree preferred). For appointment at higher salary must have one year specialized experience in or closely related to the work of the position and which has demonstrated the particular knowledge, skills and abilities to successfully perform the duties of the position. Successful candidate must have strong automation, organizational, verbal and written communications and records management skills. Requires the ability to communicate effectively with the public, learn rapidly, work independently and be flexible.

Employees of the U.S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending account program, scheduled holidays in addition to annual leave, 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 #22-C03
United States District Court Clerk's Office
600 West Capitol, Room A-149
Little Rock, AR 72201
Or
ared_employment@ared.uscourts.gov

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