

\*\*\* EMPLOYMENT OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title:	Human Resources Specialist
Location:	Little Rock Clerk's Office - Announcement #23-C02
Closing Date:	Open Until Filled
Starting Salary/Range:	\$50,316 - \$89,867 (CL 26/27) <i>Depending on experience and qualifications – if appointed at lower grade, promotion potential without further competition</i>
Tour of Duty:	Full-time

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**Position Overview:** The Clerk's office for the United States District Court, Eastern District of Arkansas, is recruiting for a full-time Human Resources Specialist to perform and coordinate, administrative, technical, and professional work related to human resources programs for supporting Clerk's office and judicial staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Human Resources Specialist prepares statistical, budgetary, and operational reports. The incumbent makes recommendations to the management team on hiring practices and human resources policies and matters affecting court administration and operations.

**Qualifications:** Must be a high school graduate or equivalent with excellent communication, organizational, and automation skills. Requires one year of specialized experience to qualify. Two years specialized experience is required for higher grade. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources administration (classification, staffing, training, employee relations, etc.).

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 [ared\\_employment@ared.uscourts.gov](mailto:ared_employment@ared.uscourts.gov) or:

**Human Resources #23-C02  
United States District Clerk's Office  
600 West Capitol, Room A149  
Little Rock, AR 72201-3325**

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