



## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

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Position Title:	Generalist Clerk
Location:	Little Rock Clerk's Office - Announcement #23-C04
Closing Date:	Open Until Filled
Starting Salary/Range:	\$37,357 - \$67,231 (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

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**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Generalist Clerk position. Duties include, but are not limited to, assisting the general public and the bar by furnishing basic information at the counter and by telephone on the status of civil and criminal actions; collecting appropriate fees and preparing receipts; scanning court documents; preparing mailouts for service documents; making a judge assignment in each case; signing and issuing civil processes; processing all types of court documents in the Case Management/Electronic Case Filing (CM/ECF) system; performing daily quality review on docket entries; and maintaining, organizing and filing of records.

**Qualifications:** Must be a high school graduate or equivalent with excellent communication and automation skills. Requires two years of general experience to qualify for CL-23. 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 position's duties. Education may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. One year specialized experience is required for higher grade. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures, ability to apply rules, regulations, and directives, use of specialized terminology and automated software and equipment. Such experience is commonly encountered in law firms, banking firms, insurance companies and educational institutions.

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-C04  
United States District Clerk's Office  
600 West Capitol, Room A149  
Little Rock, AR 72201-3325**