

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Courtroom Deputy to U. S. Magistrate Judge
Location:	Little Rock Office-Announcement #23-C06
Closing Date:	Open Until Filled
Starting Salary/Range:	\$50,316 - \$89,867 (CL-26/01 - CL-27/61)* *depending on qualifications and experience; if filled at CL-26, promotion potential to CL-27
Tour of Duty:	Full-time

Position Overview: The Clerk's office for the United States District Court, Eastern District of Arkansas, is recruiting for a full-time courtroom deputy to a Magistrate Judge. The courtroom deputy is primarily responsible for performance of general and specialized case and courtroom functions such as attending, recording, and docketing court proceedings, managing the Judge's caseload, calendaring, and communicating with attorneys and other agencies.

Qualifications: Must be a high school graduate or equivalent (a college degree is preferred) with one year of specialized experience equivalent to work at CL-25. 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. The successful candidate should demonstrate excellent organizational skills, experience handling multiple workload demands, strong verbal and written communication skills, the ability to work with strict deadlines in a fast-paced environment, and proficiency in automation systems including Microsoft Office.

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 or:

**Human Resources #23-C04
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325**