

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Law Clerk to a District Judge (One or More) <i>(Anticipated start date – Fall 2024)</i>
Location:	Little Rock Office - Announcement #23-J03
Closing Date:	Open Until Filled
Starting Salary/Range:	JSP Grade 11 to 13 (\$69,107 - \$98,496)* <small>*depending on qualifications and experience</small>
Tour of Duty:	Full-time, Term Appointment

Position Overview: The United States District Court for the Eastern District of Arkansas has one or more positions open for a law clerk to a United States District Judge. A law clerk to a United States District Judge performs substantive review, research, and writing and is responsible for preparing orders, drafting opinions, and making recommendations to the Judge addressing a variety of topics in both civil and criminal litigation. There is daily interaction with the Judge concerning legal and court-related issues. Appointment longevity is determined at the discretion of the Judge.

Qualifications: To qualify for the position of law clerk, a person must be a graduate of an accredited law school, have excellent academic credits, possess superior legal research and writing skills, and be proficient in computer-assisted research, Windows, and word processing software. Bar membership and federal litigation experience are preferred, as well as experience on the editorial board of law review, moot court experience, and/or publication in a law review journal.

To apply, submit law school transcript, writing sample, and resume, including education, experience, and references to:

**Clerk, United States District Court 23-J03
600 West Capitol, Room A149
Little Rock, AR 72201-3325**

Only the most qualified applicants will be interviewed. This position is subject to mandatory EFT participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete FBI and local background checks as a condition of employment

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

April 25, 2023

Announcement #23-J03