

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

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| Position Title: | Law Clerk to a District Judge (One or More) <i>(Anticipated start date - August 2027)</i> |
| Location: | Little Rock Office - Announcement #25-J01 |
| Closing Date: | Open Until Filled |
| Starting Salary/Range: | JSP Grade 11 to 13 (\$73,939 - \$105,383)* <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 a position 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 grades, and possess superior legal research and writing skills. Top 20 law school, top 15% of class, and experience on the editorial board of law review are preferred.

To apply, submit undergraduate and law school transcripts, two writing samples, and resume, including education, experience, and references to:

**Clerk, United States District Court 25-J01
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 ****

February 3, 2025

Announcement #25-J01