

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



## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

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Position Title:	Student Intern/Generalist Clerk
Location:	Little Rock Office - Announcement #26-C01 Open
Closing Date:	Until Filled *Review of Resumes Begins Upon Receipt
Starting Salary/Range:	\$15.67 per hour (CL-22)
Tour of Duty:	20-40 hours per week - Temporary (Summer 2026)

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**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a temporary Student Intern/ Generalist Clerk position for the summer of 2026. Duties include, but are not limited to scanning of Court documents, processing Court mail-outs, performing quality review of documents, maintaining, organizing and filing of records, working with the public, and other administrative duties. This is a temporary appointment.

**Qualifications:** Must be a high school graduate or equivalent with excellent communication and automation skills.

**Preferred Qualifications:** A bachelor's degree from an accredited college or university with specialized studies in the pursuit of a law degree.

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. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #26-C01  
United States District Clerk's Office 600  
West Capitol, Room A-149 Little Rock,  
AR 72201-3325**

or

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

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