

*** EMPLOYMENT OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title: Civil Docket Clerk - Announcement #26-C02
Location: Clerk's Office: Little Rock
Closing Date: Open Until Filled
Starting Salary/Range: CL 24 / 25 (\$44,701 - \$80,265) *Depending on qualifications and experience. If appointed at a CL-24, promotion potential to a CL-25 without competition.*
Tour of Duty: Full-time

Position Overview: The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Civil Docket Clerk position. Duties include, but are not limited to, docketing court orders and case documents in the in the Case Management/Electronic Case Filing (CM/ECF) system; opening new cases in CM/ECF; maintaining and processing case information in accordance with approved internal controls, procedures, and rules; issuing civil processes; assisting the general public and the bar by furnishing basic information in person, in writing, and over the telephone on the status of civil actions; performing daily quality review on docket entries; and maintaining, organizing and filing of records.

Qualifications: Must be a high school graduate or equivalent with two years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge needed to perform the positions duties. For appointment at higher salary one year of specialized experience is required. 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. 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-C02
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325**
or
ared_employment@ared.uscourts.gov

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