



United States District Court Western District of Arkansas

VACANCY ANNOUNCEMENT

Position: Social Security Law Clerk (Temporary)
Location: Fort Smith, AR
Salary: JSP 11 (\$61,218)
Closing Date: Open until filled; applications received before April 30, 2018 will be given preference.

The United States District Court for the Western District of Arkansas is seeking a qualified candidate for a temporary law clerk position. The Western District has one of the highest social security caseloads in the federal judicial system. The court has emergency funding approved for this temporary position through September 30, 2018. The District will apply for continued funding on a year-to-year basis, and the position will continue to be staffed if funding is approved. Continued funding, however, is not guaranteed. The position may be located in either Fort Smith, Texarkana or Fayetteville.

To qualify, a candidate must be a law school graduate and must be a member of a bar of a state. Salary for the position is \$61,218. The position is eligible for a limited range of federal benefits; annual and sick leave and paid holidays. The selected candidate must successfully complete an FBI records check as a condition of employment. Candidates must work well independently, must possess excellent research and writing skills, and must be experienced with Word, as well as Westlaw or Lexis. Preference will be given to applicants with previous legal experience, particularly with social security cases.

This position is eligible for telework consideration. Up to 20 hours of work a week may be done via a telework arrangement with approval of the Chief Judge.

Application Procedures:

Candidates wishing to apply should submit a letter of interest, resume and writing sample. The position is available immediately, and will be open until filled.

Application documents should be emailed in PDF format to Heather Burns, HR Manager, at the following address: heather_burns@arwp.uscourts.gov