



Administrative Office of the Courts

Job Description

Job Title:	Legal Division Specialist	Grade:	GS06
Division:	Legal Division	Revision Date:	January 22, 2021

POSITION SUMMARY:

The Legal Division Specialist supports the Legal Division. This position reports directly to the Legal Services Director.

JOB DUTIES:

- Assists with legal research and updating of the bench books, model jury instructions, court rules, court forms, and other publications of the Legal Division.
- Assists with preparing, editing, and distributing the Appellate Update.
- Responsible for the weekly distribution of Supreme Court and Court of Appeals opinions.
- Provides administrative support to Legal Services Director and staff attorneys.
- Assists as needed during sessions of the General Assembly.
- Responsible for maintaining Supreme Court committee manuals and rosters.
- Responsible for preparing correspondence for the Chief Justice.
- Provides administrative support to the Chief Justice regarding special judge assignments.
- Responsible for preparing correspondence to members of Supreme Court committees
- Assists committee members with travel reimbursement forms.
- Maintains records and reports required by Administrative Orders Number 3 and Number 5.
- Provides administrative support for various committee meetings and training programs.
- Assists with editing and proofreading documents for grammar, punctuation, spelling, and formatting.
- Assists with copying, faxing, and mail-outs.
- Responsible for maintaining the Legal Services Division Library.
- Performs other duties, as assigned.

QUALIFICATIONS:

- **Education**
 - Bachelor's degree required. Current law school student or juris doctor preferred.
- **Knowledge, Skills, Abilities**
 - Must have excellent oral, written communication, organizational, and legal research skills.
 - Knowledge of applications included in Microsoft 365, Westlaw, LexisNexis, Adobe, Zoom, and Prezi.
 - Knowledge of general office procedures.
 - Ability to work independently and in a team.
 - Ability to analyze problems and make effective recommendations and decisions.
 - Ability to establish and maintain effective working relationships with a broad range of constituencies.
 - Knowledge and familiarity with the Arkansas court system.
 - Must be able to multi-task, prioritize, plan, and coordinate.
 - Must be detailed-oriented.

Last Updated By:	Kristin Clark
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