

Bar of Arkansas Data Entry Assistant
Job Type: Part Time
Contact Name: Melanie Fleming
Contact Email: melanie.fleming@arcourts.gov

The workload of managing a database of information regarding attorneys, court reporters, and professional associations licensed in the State of Arkansas increases each year. The Bar of Arkansas has over 14,000 attorneys on its rolls, of which over 75% pay annual fees. Additionally, there are over 900 certified court reporters and over 700 professional associations, both of which also have annual fees. Maintaining the database of the rolls of the Bar of Arkansas and others not only involves collecting annual fees, but many other processes as well. Archival of records is also an important aspect to managing the database and records of attorneys, court reporters, and professional associations. To increase the efficiency and timeliness in maintaining the database and serving attorneys, court staff, and litigants, a part-time data entry assistant is necessary to assist the Supreme Court Licensing Director.

Tasks and Responsibilities

The primary function of the data entry assistant is to assist the Supreme Court Licensing Director in maintaining the database of information regarding attorneys, court reporters, professional licensed in the State of Arkansas. Daily functions of this position include data entry, assisting in processing annual license fees, archival of records, and answering phone calls and emails from attorneys, judges, and the public.

The ideal applicant has the formal education equivalent of a high school diploma, plus two years of experience in a specialized or related area applicable to work performed. Other job-related education and/or experience may be substituted for all or part of these basic requirements. Attention to detail, the ability to multi-task, and data entry skills are essential. Dependability and customer service skills are also necessary. The ideal applicant will also have experience with general office equipment, scanning documents, and be proficient in Microsoft Office products such as Excel, Word, and Outlook. The candidate must be able to lift and carry 25 pounds, stand, stoop, and climb stairs. Preference is given to law school students and those with experience in data entry and multiple software applications. This position will work approximately 20 hours a week with a flexible, but consistent work schedule between the hours of 8am and 5pm, Monday through Friday.

The selected applicant will be paid an hourly rate. State benefits are not available.

A cover letter, resume, and three references are required to be considered for this position and may be submitted by email to Melanie Fleming at melanie.fleming@arcourts.gov.

Applications for the position will be accepted until the position is filled.