

Assistant Chief Deputy Clerk
of the Arkansas Supreme Court

Job Description

The work of the Assistant Chief Deputy Clerk is performed under the supervision of the Chief Deputy Clerk and the Clerk of the Courts. Daily functions of the position include processing motions, petitions, and court opinions, and preparing court orders, mandates, and the court's syllabus. Additional job duties include composing emails, preparing memos, and generating reports when appropriate, and answering phone calls and questions from judges, attorneys, appellate court staff, circuit court staff, litigants, and the public. The range of duties requires an excellent working knowledge of the Rules of the Arkansas Supreme Court and Court of Appeals and the Rules of Appellate Procedure. Attention to detail and excellent proof-reading skills are essential as well as the ability to take direction well and work with minimal supervision. Impeccable written and oral communication skills are required. The ideal candidate has superior organizational skills, is able to multi-task, and complete work correctly and in a timely manner. Proficiency in Office365, expertise in Microsoft Word and SharePoint, and knowledge of the Contexte case management system and eFlex electronic filing system are preferred. The candidate must be able to lift and carry 25 pounds, stand, stoop, and climb stairs. This position requires at minimum an associate degree. Five years' experience working as a paralegal, administrative assistant, or related field may be substituted for the education requirements. The Assistant Chief Deputy Clerk is eligible for State benefits, including participation in the Arkansas Public Employees Retirement System and group medical and life insurance. The position is grade GS08. Applications for the position will be accepted until 4:00pm on December 21, 2023. A cover letter, resume, and three references are required to be considered for the position and may be submitted by email to Melanie Fleming at melanie.fleming@arcourts.gov.