

**UNITED STATES BANKRUPTCY COURT  
EASTERN & WESTERN DISTRICTS OF ARKANSAS**

- Position Title:** Judicial Law Clerk (Term) - Announcement #24-J01
- Location:** United States Bankruptcy Courthouse  
300 W. 2<sup>nd</sup> Street, Little Rock, Arkansas
- Application Deadline:** Resumes should be submitted by July 8, 2024, but will be accepted until the position is filled.
- Beginning Salary Range:** \$72,553 (JSP 11-01) Depending on experience, some applicants may qualify for a higher salary.

The United States Bankruptcy Court for the Eastern and Western Districts of Arkansas is seeking qualified applicants for the position of Judicial Law Clerk to Federal Bankruptcy Judge Phyllis M. Jones. The estimated start date for the position is August 11, 2025. This is a term clerk appointment with an expected appointment length of one year, with the possibility of an extension.

**Qualifications:** Applicants must be law school graduates or be graduating before the start date and possess demonstrative skills in legal research, writing, and computer processing. Some travel will be required for the position. Applicants must possess proficient keyboard skills. Applicants with a law school class rank in the top 20% and law review membership or other law journal experience are preferred, but not required.

**Benefits:** Subsidized life and health insurance, 11 paid holidays, long-term care insurance, and pre-tax flexible spending accounts for medical and dependent care.

**Other Requirements:** The position is subject to mandatory Electronic Funds Transfer of net pay. The position is a sensitive position within the federal judiciary. Employment will be considered provisional pending successful completion of an FBI fingerprint check. Employees of the judiciary are at-will employees. Judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be citizens of the United States or be eligible to work in the United States.

**Application Process:** Send resume, law school transcript, and writing sample to:  
Human Resources (#24-J01)  
U. S. Bankruptcy Court  
300 W. 2<sup>nd</sup> Street  
Little Rock, AR 72201

\*\*This Court is an Equal Opportunity Employer\*\*