

ARKANSAS COURT OF APPEALS EMPLOYMENT NOTICE

Judge Robin Wynne is now accepting applications for the position of Judicial Administrative Assistant to begin in October, 2013. A judicial administrative assistant provides secretarial, editing, clerical, and research support to the judge and members of the judge's chamber. Qualifications required are familiarity with legal terminology and citation, excellent grammar, punctuation, and spelling skills, and proficiency in Microsoft WORD and WordPerfect. The position is a grade C117, and the starting annual salary is \$30,000, unless the applicant is a licensed attorney by the Arkansas Supreme Court, in which case the starting salary is \$33,000. Judicial Administrative Assistants are eligible for most state benefits including state retirement, group health and term-life insurance programs, cafeteria plan, credit union membership, and deferred compensation programs. Applicants applying for the position should send a resume with cover letter by mail or email to Judge Wynne in care of: john.webster@arkansas.gov or

John Webster , Arkansas Court of Appeals , 625 Marshall Street , Little Rock, Arkansas 72201.

Deadline for receiving applications is Friday, September 20, 2013.