

Clerk of the Arkansas Supreme Court  
And Court of Appeals

The Arkansas Supreme Court seeks qualified applicants for the position of Clerk of the Arkansas Supreme Court and Court of Appeals, a constitutional position reporting directly to the Court. Our present Clerk, Leslie Steen, has provided distinguished service since 1987 and will retire July 1, 2014.

The Office of the Clerk is comprised of a staff of eleven and is responsible for the receipt and processing of all cases filed in the Supreme Court and Court of Appeals. The Clerk serves as the designated financial officer and disbursing agent for all funds appropriated to the Supreme Court and for the Bar of Arkansas. The Clerk is also responsible for the enrollment of all attorneys licensed by the Arkansas Supreme Court.

Applicants must have been licensed to practice law for a minimum of five years. An Arkansas law license is required; applicants licensed in another state must obtain an Arkansas license within one year of the appointment. Demonstrated knowledge of appellate court practice, the rules of appellate procedure, and appellate court case management techniques is required. Work experience which includes financial and personnel management is desired. Applicants should demonstrate an understanding and appreciation of the use of case management technologies and procedures as a way to improve and increase the effective and efficient processing of appeals.

A letter of application with an attached resume should be submitted to James D. Gingerich, Director, Administrative Office of the Courts, 625 Marshall Street, Little Rock, AR 72201 / or may be submitted electronically to [jd.gingerich@arkansas.gov](mailto:jd.gingerich@arkansas.gov) . Applications will be received through April 4, 2014.