



BAR OF ARKANSAS

DATA ENTRY ASSISTANT

Job Type: Part Time

Contact Name: Melanie Fleming

Contact Email: melanie.fleming@arcourts.gov

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, and professional associations licensed in the State of Arkansas. Daily functions of this position include data entry, archival of records, answering phone calls and emails from attorneys, judges, and the public, and assisting in processing annual license fees.

Qualifications

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 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.

Additional Information

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.