



BAR OF ARKANSAS

DATA ENTRY ASSISTANT

Job Type: Part Time

Contact Name: Melanie Fleming

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Tasks and Responsibilities

The Data Entry Assistant supports the Supreme Court Licensing Director in maintaining accurate and up-to-date records for attorneys, court reporters, and professional associations licensed in the State of Arkansas. Key responsibilities include data entry, record archiving, responding to phone and email inquiries from attorneys, judges, and the public, and assisting with the processing of annual licensing fees.

Qualifications

The ideal candidate will possess the formal education equivalent of a high school diploma, along with at least two years of experience in a specialized or related field relevant to the duties of the position. Equivalent combinations of education and/or experience may be considered to meet these requirements.

Key qualifications include strong attention to detail, the ability to multitask effectively, and solid data entry skills. Dependability and excellent customer service abilities are essential. Candidates should also have experience operating general office equipment, scanning documents, and proficiency in Microsoft Office applications, particularly Word and Outlook.

The position requires the ability to lift and carry up to 25 pounds, as well as the physical capability to stand, stoop, and climb stairs.

Preference will be given to law school students and individuals with prior experience in data entry and working with multiple software applications.

Additional Information

This position requires approximately 20 hours of work per week, with a flexible yet consistent schedule between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The selected candidate will be paid an hourly rate. Please note that this position is not eligible for state benefits.

To be considered, applicants must submit a cover letter, resume, and three professional references. Materials should be sent via email to Melanie Fleming at melanie.fleming@arcourts.gov. Applications will be accepted until the position is filled.