



# **BAR OF ARKANSAS**

## **CLE DATA ENTRY ASSISTANT**

Job Type: Full time

Contact Name: Melanie Fleming

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### **Tasks and Responsibilities**

The Continuing Legal Education (CLE) Data Entry Assistant supports the Supreme Court Office of Professional Programs Executive Director by maintaining accurate and up-to-date CLE records for attorneys and court reporters licensed in the State of Arkansas. Key responsibilities include managing email accounts, data entry, record archiving, responding to phone and email inquiries from attorneys, court reporters and judges.

### **Key Qualifications**

The ideal candidate will possess the formal education equivalent of a high school diploma, along with at least two (2) 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.

Candidates should exhibit strong attention to detail, with the ability to manage high volumes of email communication while maintaining accurate data entry of CLE programs and hours. This candidate should demonstrate the ability to grasp new concepts, systems, and procedures with minimal supervision. A proactive mindset and willingness to expand knowledge and skills are highly valued. Reliability and professional customer service are essential for supporting attorney and provider inquiries.

### **Technical Proficiencies**

- **Microsoft Office applications**, particularly Outlook, Word and Microsoft Excel for data entry, tracking, and basic spreadsheet management including sorting, filtering, conditional formatting.
- **Use of multi-function printers/scanners/copiers** for document digitization and distribution.
- **Experience with PDF software** (Adobe Acrobat or Foxit for converting and secure archiving)
- **Video conferencing equipment** (Microsoft Teams)
- **Document management platforms** (Shared network drives)
- **Portable storage devices** (USB Flash Drives)
- **Secure shredding equipment**
- **Digital mailing/postage machines** (Pitney Bowes)
- **Familiarity with data entry systems or the ability to quickly learn in-house databases**

The position requires the ability to lift and carry up to 25 pounds, as well as the physical capability to stand, bend, and climb stairs. Salary range, depending on experience and education, is \$42,000 to \$49,500.

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](mailto:melanie.fleming@arcourts.gov). Applications will be accepted until the position is filled.