



BAR OF ARKANSAS

SUPREME COURT LICENSING DIRECTOR

Job Type: Full Time

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The Clerk of the Arkansas Supreme Court and Court of Appeals is accepting applications for the position of Supreme Court Licensing Director. The work is performed under the supervision of the Clerk of the Court.

Job Duties

- Oversee and update the database of attorneys, court reporters, and professional associations licensed in the State of Arkansas.
- Process licensing fees, perform data entry, scan documents, and maintain accurate records through proper documentation and archival practices.
- Navigate and manage multiple computer applications efficiently.
- Attention to detail and excellent proofreading skills are essential.
- Demonstrate outstanding customer service, communication abilities, and commitment to serving litigants, attorneys, and court staff in a courteous and professional manner.

Education and Experience

- A bachelor's degree and at least two years of relevant experience. Applicants without a bachelor's degree may be considered if they have a minimum of five years of relevant experience.
- Knowledge of the Arkansas court system and familiarity with technology used in court operations are highly desirable.

The Supreme Court Licensing Director is eligible for State benefits, including participation in the Arkansas Public Employees Retirement System and group medical and life insurance. The position is graded SGS11, and the salary will be commensurate with experience within the range for that grade.

To be considered, applicants must submit a cover letter, resume, and three professional references via email to Shumeka Young at SCCareers@arcourts.gov.

Applications will be accepted until the position is filled.