

New York State Board of Law Examiners

PROCTORS NEEDED FOR NEW YORK BAR EXAM

JULY 25 & 26, 2023

Description of Duties: Proctors assist with the administration of the New York bar examination by checking-in exam applicants, distributing exam materials, monitoring applicants during the exam and maintaining the integrity and security of the examination process. Proctors are hired and compensated as State employees.

Requirements: Proctors must be 18 years old with a high school diploma or an equivalent combination of education and experience. Proctors must be able to stand and walk for lengthy periods and carry up to forty pounds. Proctors must be proficient in English and be reliable, responsible, courteous, and able to follow detailed instructions. Experience as a teacher, teacher's aide, teaching assistant or proctor is preferred but not required. The anticipated hours each day are 7:00 AM to 5:30 PM and the standard hourly rate of pay is \$20 per hour. Proctors must be able to work both exam days of the exam and attend a mandatory training session. Proctors are also compensated to attend training.

Test Site Locations:

Albany (Albany Capital Center; Empire State Plaza Convention Center)

Saratoga Springs (Saratoga Springs City Center)

Buffalo (Buffalo Niagara Convention Center)

Long Island (Long Island Marriott Hotel)

White Plains (New York State Judicial Institute)

New York City (Manhattan and Bronx location)

Interested individuals meeting the qualifications are encouraged to download and complete an application: <http://www.nybarexam.org/Docs/ProctorApplication.pdf>
You should submit this application as soon as possible, but no later than June 15, 2023, to the Board office by email, fax or mailing address listed on the application.

For more information, call our office at (518) 453-5990 between 8:30 am and 4:30 Monday – Friday, email the Board at proctors@nybarexam.org or visit the Board's website at www.nybarexam.org