



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40015 EXTENDED

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**POSITION TITLE:** ATTORNEY, BOARD OF LAW EXAMINERS **JG: 26**

**POSITION LOCATIONS:** COURT OF APPEALS, STATE BOARD OF LAW EXAMINERS  
254 Washington Avenue Ext., Corporate Plaza, Building 3, Albany, NY 12203

**BASE SALARY:** \$ 76,195

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **and** three (3) years of relevant legal experience. Preference will be given to candidates with knowledge of substantive and procedural areas of law covered by the New York State bar examination, experience with the Americans with Disabilities Act, skill in conducting investigations, litigation or administrative hearings experience, knowledge of State procurement and finance rules and the ability to work both independently and collaboratively is desirable.

**DISTINGUISHING FEATURES OF WORK:**

Attorney, Board of Law Examiners, works under the direction of the Executive Director, Deputy Executive Director, and Members of the Board of Law Examiners. Attorneys assist with the preparation of essay, multiple choice and short answer questions for the New York bar examination and assist in the administration and grading of the examination. Attorneys research and analyze legal questions, analyze applications for test accommodations, present cases for disciplinary proceedings and perform credential reviews of applicants for the bar examination. Attorneys keep abreast of developments in legal education and bar admissions, respond to inquiries from and perform outreach to the legal education community and the legal community in general, including bar associations and law schools, and perform other related duties.

**ASSIGNMENT:**

The Attorney position will be responsible for handling such duties as: researching and analyzing statutes, cases and other substantive and procedural areas of the law and suggesting content of bar examination to the Board; analyzing applications for test accommodations under the Americans with Disabilities Act (ADA); researching and analyzing legal questions related to the ADA; drafting and analyzing contracts and assuring compliance with state procurement and finance rules; reviewing applicant credentials and determining eligibility of applicants for admission to the bar examination in compliance with Court rules; maintaining content outline for the bar examination; investigating applicant exam complaints and security policy violations; preparing and presenting cases for administrative disciplinary hearings; and other legal and administrative duties as necessary.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a statement of interest; a resume; the names, addresses and telephone numbers of three references who may be contacted. The application may also include a brief writing sample not edited by others to:

John J. McAlary, Executive Director  
State Board of Law Examiners  
254 Washington Avenue Ext., Corporate Plaza, Building 3  
Albany, New York 12203

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**POSTING DATE:** AUGUST 8, 2012

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 13, 2012

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

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