

The Supreme Court of Appeals of West Virginia seeks an attorney to serve in a unique opportunity in the judiciary: **Bar Admissions Administrator**. The Court has charged the Office of the Clerk with assisting the Board of Law Examiners in selecting and hiring the attorney for this full-time position.

Candidates must have a superior academic record and be a member in good standing of the West Virginia State Bar. Additional requirements include:

- A minimum of eight years of experience, preferably with experience working with an executive board, managerial and supervisory experience;
- The capacity for articulate oral and written expression, ability to manage and complete multiple tasks simultaneously with minimal supervision;
- An exacting attention to detail;
- A basic ability to produce a variety of documents for print and web publication; and
- Basic knowledge of computer databases and statistical reporting.

The Bar Admissions Administrator (“Administrator”) provides assistance to applicants in the proper completion of the application process and reviews applicant credentials to assist in the determination of eligibility for admission to the practice of law in West Virginia, including eligibility to sit for the bar examination. The Administrator coordinates the character and fitness review process through the National Conference of Bar Examiners and District Character Committees made up of members of the West Virginia State Bar. The Administrator conducts the administration of bar examinations and coordinates the grading and reporting of results of the examinations.

In addition, the Administrator conducts legal research and analysis and coordinates with or acts as counsel for the Board of Law Examiners in litigation matters, including litigation related to the denial of admission to the bar and the Americans with Disability Act, and in the preparation of contracts. The Administrator carries out other legal and administrative duties as necessary.

The location of the office for this position is the Board of Law Examiners, Charleston, West Virginia. Salary commensurate with experience. State benefits. Equal Opportunity Employer. Apply by mailing a letter of interest, highlighting applicable experience, and a resume, including three references, to Supreme Court of Appeals of West Virginia, Office of the Clerk, State Capitol, Room E-317, 1900 Kanawha Blvd., East, Charleston, WV 25305.

**Closing Date: November 30, 2022**