



Executive Director – New Mexico Board of Bar Examiners

The Executive Director of the New Mexico Board of Bar Examiners fills a high-level strategic, administrative, legal, and supervisory position overseeing all aspects of the administration of the New Mexico Bar Examination. The Executive Director works under the supervision of the Board of Bar Examiners, which is responsible for assessing the minimum legal competency and character and fitness of all applicants, as well as any other eligibility factors for admission to the bar in New Mexico; eligibility for admission also includes reinstatement, Uniform Bar Exam (UBE) transfer, and limited license applications. This is a hands-on role for a legal professional who is prepared to be involved in and responsible for every aspect of the bar admissions process and administration.

The Executive Director manages the day-to-day operations of the office of the Board of Bar Examiners, including management of operations, oversight of Board accounts in matters of budget and other financial areas essential to the operation of the Board. The Director hires and supervises office staff and contractors. The Executive Director evaluates applicant submissions, identifies and oversees the review and resolution of applicant character and fitness issues, and serves as the Board's expert in the administration of the Rules Governing Admission to the Bar. The Executive Director represents the Board in matters with the New Mexico Supreme Court and nationally with the National Conference of Bar Examiners, as needed, and works directly with Board committees in development of strategic direction for the Board. The Executive Director should have extensive experience in managing operations to include finance, budget and staffing in a legal setting as well as experience communicating and collaborating with multiple stakeholders. Additionally, the Executive Director should have experience drafting motions and findings of fact and conclusions of law, as well as managing legal proceedings in court or in administrative proceedings. The position is located in Albuquerque, NM. Starting salary range is \$102,000 to \$135,000, depending on experience, plus a benefits package. Transmit resume and cover letter by e-mail to info@nmexam.org. **Deadline to apply is January 31, 2022.**

For a full description of the position, go to: <https://nmexam.org/employment/>

The Board of Bar Examiners is an equal opportunity employer.

Skills and Abilities:

- Demonstrated excellent oral and written communications skills.
- Demonstrated leadership skills, to include strategic thinking, sound decision making, problem solving, and interpersonal skills. Ability to deal with numerous diverse stakeholders in a professional manner is essential skill.
- Ability to develop, implement, and adjust, as necessary, short and long term plans for bar admissions, set priorities for the office, and manage multiple activities simultaneously and within deadlines.
- Demonstrated experience in supervising staff and contractors, to include development of goals for staff and a regular evaluation process to document growth. Contractors should

have clear deliverables and timelines documented and overseen by the Executive Director.

- Strong organizational ability and attention to detail.
- Ability to interpret and apply Supreme Court Rules and other applicable laws.
- Working knowledge of a wide range of business technology and software. Ability to learn customized database and other software applications as needed..
- Ability to understand complex grading principles and statistical interpretations.

Required qualifications:

- J.D. from an ABA-accredited law school.
- Bar licensure in one or more U.S. states and, if not already licensed in New Mexico, licensure in New Mexico within one year from hiring.
- Demonstrated experience in managing a group or organization, including operations, staffing, and financial management.
- Experience in litigating civil, criminal, and/or administrative matters.