



## 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, and 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](mailto:info@nmexam.org). Deadline to apply is January 31, 2022. The Board of Bar Examiners is an equal opportunity employer.

### Examples of Duties:

- Oversee the Bar application and admissions process to ensure applicants' compliance with Supreme Court rules and Board Regulations.
- Oversee background investigations of applicants and ensure compliance with applicable laws and regulations.
- Coordinate, schedule and provide support and assistance to the Board in administrative interviews and hearings of bar applicants.
- Serve as the Board's representative in hearings; prepare stipulations, filings and communications with the Supreme Court, and other legal documents as needed.
- Assist Board in preparing written communications to applicants setting out basis for character and fitness findings or eligibility determinations.
- Work directly with the Board in developing policies and procedures related to bar admissions process; document and implement the Board-approved policies and procedures for day to day operations of the office.

- Manage a small staff of both full-time and part-time employees; prepare and manage contracts for professional services as needed and requested by the Board.
- Evaluate and confer with the Board and subject matter experts, as necessary, on requests for testing accommodations under the Americans with Disabilities Act and prepare written communication to applicants regarding grant or denial of requested accommodations.
- Work with the Board in identifying and drafting recommendations to the Supreme Court regarding amendments to the *Rules Governing Admission to the Bar*.
- Supervise administration of the bar examination, including managing logistics, staffing, security of test materials, provision of testing accommodations, and all site arrangements.
- Oversee grading of the bar examination, including hiring and training proctors and graders.
- Calculate and verify accuracy of examination scores and oversee publication of exam results.
- Prepare and analyze statistical data related to the bar examination for presentation to the Board and other stakeholders.
- Oversee fiscal operations of the Board, including payroll and benefits, budget preparation, monitoring expenditures, preparing monthly reports, and ensuring compliance with federal state and local fiscal requirements.
- Serve, on Board's behalf, as principal point of contact for outside entities, such as law schools, the National Conference of Bar Examiners, Supreme Court committees, other bar admissions agencies, etc. Make oral presentations about the bar admissions process to law students and other interested audiences.
- Inform the Board and the Supreme Court about national developments in matters related to legal education and bar admissions.
- Prepare/oversee agendas, schedule Board meetings and act as the Board's secretary.
- Prepare/oversee content for the Board's web site, including FAQs, announcements, instructions, application forms, etc.
- Utilize technology in all aspects of daily operations of office and ensure efficient service to applicants and interested entities.
- Other assignments as directed by the Board.

### **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 (law students, applicants, the public, attorneys, judges/justices, court personnel etc.) in a professional manner is essential.
- 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, including database applications, word processing, spreadsheets, and e-mail. Ability to learn customized database and other software applications.
- 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.