



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40136

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**POSITION TITLE:** DEPUTY EXECUTIVE DIRECTOR, BOARD OF LAW EXAMINERS **JG:** NS

**LOCATION:** STATE BOARD OF LAW EXAMINERS  
254 WASHINGTON AVENUE EXTENSION  
ALBANY, NY 12203

**BASE SALARY:** \$154,800 - \$164,957

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of legal experience; or Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; or Bachelor's degree from an accredited college or university and six (6) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under the direction of the Executive Director, Board of Law Examiners, the Deputy Executive Director, Board of Law Examiners is responsible for overseeing administrative operations related to the conduct of the New York State Bar examination. The Deputy Executive Director, Board of Law Examiners monitors trends in bar examining, plans pre-and post-bar examination activities, researches and analyzes problem areas, suggests policy and procedural changes, coordinates the activities of office staff, and performs other related duties.

**ASSIGNMENT:** Duties include but are not limited to: liaison with legal experts to keep abreast of the most recent trends in bar examining; researching and analyzing information and presenting conclusions and recommendations in written reports; assisting in hiring staff to administer all pre and post activities related to the BAR examination; drafting policies and procedural changes to be incorporated into existing practices; responding to inquiries and disseminating information concerning Bar examination procedures and results; preparing examination announcements and lists of candidates who have successfully completed the examination; securing facilities for testing and arranging for proctors; calculate scores, creating lists, and producing other mass data; screening applications for qualification information; training and supervising staff; managing test accommodations staff; and overseeing misconduct investigations for the Board. Travel is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being 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)), cover letter and resume by email to [application@nybarexam.org](mailto:application@nybarexam.org) or by mail to:

John J. McAlary, Executive Director  
State Board of Law Examiners  
254 Washington Avenue Extension  
Albany, New York 12203

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** December 9, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 6, 2025

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