



Position:	Executive Director	Starting Salary Range:	\$91,406 - \$104,860
Organization:	PA Board of Law Examiners	Location:	Harrisburg
		Category:	Professional
		Posting Date:	3/5/10
		End Date:	3/26/10

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

The PA Board of Law Examiners, an appointed Board of the Supreme Court of Pennsylvania responsible for overseeing the bar admissions process, is looking for an Executive Director to provide administrative management and staff support for all aspects of the bar admissions process. Detailed information concerning the Board can be found on its website at www.pabarexam.org.

Responsibilities:

The Executive Director has overall responsibility for the administrative oversight and support of all aspects of the bar admissions process, provides direction and supervision for the administration of the bar examination, manages the operational activities, budget and staff of the Board's administrative office, interacts with governmental agencies, law schools and applicants, plans the agenda for Board meetings and conferences, and evaluates character and fitness qualifications and requests for test accommodations of applicants seeking admission to the bar.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university, with course work or training in management, administration or related areas, and have eight or more years of progressively responsible experience in management/administrative work, three or more of which must have involved supervision of other employees and program management.
- Excellent verbal and written communication skills, organization ability and interpersonal skills are required.

Miscellaneous Requirements:

- Satisfactory criminal background check required.
- Mandatory (reimbursed) travel including overnight stays.
- A starting date of May 1, 2010 is desirable.

How to Apply:

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting salary requirements to:

Gary E. Shovlin, Executive Administrator
Supreme Court of Pennsylvania
P. O. Box 62545
Harrisburg, PA 17106-2545

OR SupremeCourtJobs@pacourts.us

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, ancestry, religious creed, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.