



Position:	Testing & Accommodations Administrator
Starting Salary Range:	\$51,678 - \$62,439
Organization:	PA Board of Law Examiners
Location:	Harrisburg

The Pennsylvania Board of Law Examiners offers:

- Excellent benefits program, including low-cost medical, dental, vision and prescription plans
- 13 paid holidays; 12 paid sick days; 12 paid vacation days per year
- 35-hour work week
- State retirement plans
- Free Parking

The Pennsylvania Board of Law Examiners seeks a **Testing and Accommodations Administrator** to join our team. This position will manage the request, approval/denial and provision of testing accommodations for the bar examination in compliance with the Americans with Disabilities Act (ADA). The position is part of the testing department and provides support in all areas of testing management. In addition, this position arranges Board meetings/dinners, grader calibration meetings and provides administrative office support as part of a team.

The successful candidate will:

- Analyze electronically submitted documentation supporting request of testing accommodations; enforce deadlines and appropriate fees.
- Use considerable independent judgement to determine the appropriate process and response and ensure response includes all exceptions, requirements, and rights.
- Maintain interactive communication with applicants regarding request; draft correspondence related to sufficiency of documentation; approval/denial of accommodations and appeal processes.
- Assemble appropriate files for medical and/or psychological records review from health care providers and forensic consultants.
- Arrange hearings and manage written appeals' documentation and deadlines.
- Work with database and messaging system, electronic documents, and online secure portal.
- Arrange all special accommodations and seating assignments. Prepare and pack test materials.
- Instruct, schedule, and supervise proctors. Oversee accommodations registration and testing.
- Arrange board meetings – contract terms, credit approval, meal choices, invitations/responses, payment.
- Organize board meeting documentation and oversee distribution; draft agenda; maintain board calendar.
- Collect, interpret, analyze, and summarize information to be used as a basis for executive action.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university; AND
- Two years of varied office management or staff work; OR an equivalent combination of education and training.
- Preferred candidate will have considerable administrative experience that includes independent judgement.

Employment Requirements:

- Satisfactory criminal background check required.
- Excellent oral and written communication skills.
- Strong analytical skills.
- Strong interpersonal skills.
- Ability to learn legal processes and implement detailed procedures.
- Proficiency with Microsoft Office applications.
- Knowledge of the principles and practices of public administration and management.

- Ability to develop and evaluate administrative policies and procedures.
- Ability to maintain confidentiality and to work with confidential materials.
- Ability to exercise professional demeanor and a high level of customer service for a potentially demanding customer base in a variety of situations.
- Commitment to the concept of teamwork and cross-responsibility within a department.
- Mandatory (reimbursed) in-state travel including overnight stays for bar exams and semi-annual calibration meetings. Ability to drive up to 4 hours.
- Must be able to do light manual labor to pack and unpack materials; perform set-up and tear-down at the exam site; walk 10,000 to 15,000 steps a day at exam site; lift/move items weighing up to 25 lbs.; stand for long periods of time and bend to the floor.

How to Apply:

Submit a cover letter detailing transferrable experience and salary requirements with your resume to:

pabaroffice@pabarexam.org

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.