



Outside Counsel

Pennsylvania Board of Law Examiners

Location: remote with periodic in-person
Posting Date: 1/21/2024
Salary: \$3000 /month (part-time)

Description

The Pennsylvania Board of Law Examiners is seeking outside counsel to serve as counsel to the board. The position is part-time, estimated at 150-200 hours per year. Board counsel attends five board meetings annually (two remotely) and provides legal opinions to the Board and Executive Director.

Typical Duties

- Review hearing case files and administrative matters in preparation for Board meetings.
- Perform legal research and provide advice and recommendations.
- Draft bar admission rules/amendments, handle publication and submission to the Supreme Court.
- Respond to correspondence directed to the Board upon direction from the Executive Director.
- Draft Board policies and procedures as directed.
- Review and draft contracts and agreements related to the operation of the Board.
- Prepare adjudications supporting board determinations.
- Represent the Board in appeals to the Supreme Court. Supervise assembly of the record for submission to the court.

Minimum Qualifications

- A Juris Doctor degree and
- Admission to and a member in good standing of the Bar of the Supreme Court of Pennsylvania AND
- 10 years or more of related experience

Additional Requirements/Preferences

- Experience representing government entities.
- Familiarity with the Americans with Disabilities Act
- Satisfactory criminal background check required

How to Apply

Submit a cover letter outlining your areas of legal experience and expertise

and a resume to : pabaroffice@pabarexam.org

In the subject line, please write "Outside Counsel".

Persons employed by or otherwise affiliated with a law school or bar review course are not eligible for the position.

About Us

Established in 1902, the Board of Law Examiners preserves the integrity of the legal system.

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