



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40169

POSITION TITLE: ATTORNEY, BOARD OF LAW EXAMINERS **JG: 26**

LOCATION: STATE BOARD OF LAW EXAMINERS
254 Washington Avenue Ext., Albany, NY 12203

BASE SALARY: \$99,490

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Attorney, Board of Law Examiners, works under the direction of the Executive Director, Deputy Executive Director, and Members of the State Board of Law Examiners. Attorneys assist with the drafting of questions for the New York Law Examination and assist in the administration and grading of the bar examination. Attorneys research and analyze legal questions, analyze applications for test accommodations, present cases for disciplinary proceedings and perform credential reviews of applicants for the bar examination. Attorneys keep abreast of developments in legal education and bar admissions, respond to inquiries from and perform outreach to the legal education community and the legal community in general, including bar associations and law schools, and perform other related duties.

ASSIGNMENT: The Attorney position will be responsible for handling such duties as: reviewing requests for test accommodations under the Americans with Disabilities Act; researching and analyzing statutes, cases and other substantive and procedural areas of the law, particularly in reference to drafting questions for the New York Law Examination, and updating and maintaining the Course Materials for the New York Law Course and New York Law Examination; grading essay answers for the bar examination; assisting with the training of bar exam essay graders and analyzing grader performance; investigating applicant complaints and security policy violations; preparing and presenting cases for administrative disciplinary hearings; reviewing applicant credentials and determining eligibility to take the bar examination; assisting in administering the bar examination at sites across the State, and other legal and administrative duties as necessary. Knowledge of substantive and procedural areas of law covered by the Uniform Bar Examination and New York Law Examination, skill in conducting investigations and administrative proceedings, experience with the Americans with Disabilities Act and ability to work both independently and collaboratively is desirable. This is a full-time in-person position, with no remote option.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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) and a cover letter and resume by email to application@nybarexam.org or mail to:

Jessica McClung
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: May 21, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 11, 2026

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