

Vacancy Announcement 10/06/16

Director of Administration, Illinois Board of Admissions to the Bar

The Director of Administration, as the chief executive officer of the Illinois Board of Admissions to the Bar, provides all administrative and logistical support necessary to carry out the responsibilities of the Board. The Illinois Board of Admissions to the Bar is appointed by the Illinois Supreme Court to oversee the administration of all aspects of bar admissions in the state, including the character and fitness process, the semiannual administration of the bar examination, and the review and approval of applications for admission on motion.

Essential Duties and Responsibilities - Subject to the Board's direction, the Director of Administration shall:

- Manage the process of receiving, processing, investigating, and reviewing all materials, documents, and information submitted by, or pertaining to, applicants for admission or limited admission to the bar;
- Supervise staff members, including hiring, training, supervising, and evaluating performance;
- Schedule and provide support for the mandatory annual meeting of the Board;
- Advise the Board on new or revised policies, rules, and procedures;
- Implement Board policies;
- Ensure full compliance with Supreme Court Rules and the Board's *Rules of Procedure* in the process of admission to the bar;
- Oversee the function of the Court's Committee on Character and Fitness, including maintaining records and assisting each Committee in its investigation and evaluation of applicants;
- Administer semiannual bar examinations on academic qualifications and professional responsibility in accordance with Supreme Court Rule 704;
- Oversee employment of temporary staff to proctor and grade bar examinations, including selection, training, evaluation of performance, and feedback;
- Oversee the fiscal operations of the Board, including approval of expenditures, submission of annual budget, and making long-term financial projections;
- Prepare an annual report which, when adopted by the Board, is submitted to the Supreme Court;
- Serve as the Board's liaison to constituencies with an interest in the bar admissions process, including law schools, bar associations, and various committees and commissions of the Supreme Court;
- Actively participate in professional organizations including the National Conference of Bar Examiners and the Council of Bar Admission Administrators;
- Ensure that information on the Board of Admissions website is accurate and current;

- Communicate when necessary with individual applicants regarding the admissions process; and
- Maintain confidentiality of information regarding the admissions process, particularly with respect to individual candidates for admission.

Qualifications and Experience: The Director of Administration holds a J.D. degree and is licensed to practice law in Illinois or is eligible for admission to the bar. (If not licensed in Illinois at the time of hiring, the Director of Administration is expected to achieve membership in the Illinois bar within one year of hiring.)

He or she has at least five years of experience in the practice of law and five years experience as an administrator in a public, non-profit, law firm, or corporate setting, including experience in personnel management. Preference will be given to candidates with administrative experience in court-related, bar-related, or legal education-related settings.

The Director of Administration has excellent written and oral communications skills and a record of leadership.

Travel: One week of travel to Chicago in February and one week in July to administer the bar examinations and begin the grading process, is required.

Compensation and Benefits: Are commensurate with experience, as determined by the Board with the approval of the Illinois Supreme Court. Benefits include health insurance coverage and a deferred compensation retirement plan.

Location: Springfield, IL

Application Process: Applicants are asked to submit – via email - a cover letter, resume, and writing sample to:

**Illinois Board of Admissions to the Bar
Attention: Larie Leskera
625 South College Street
Springfield, IL 62704
LLeskera@ILBarAdmissions.org**

This position will remain open until filled. However, those individuals submitting materials by Monday, October 31, 2016 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER