

# **The Supreme Court of Appeals of West Virginia**

## **Position Announcement**

**Deputy Bar Admissions Administrator  
Bar Admissions Office  
West Virginia Board of Law Examiners**

### **Position Summary:**

The Deputy Bar Admissions Administrator supports the administration of the attorney admissions process in West Virginia and works closely with the Bar Admissions Administrator to ensure fairness, accuracy, and efficiency. This role involves assisting with application review, coordinating exam logistics, maintaining compliance with court rules, and upholding the integrity and professionalism of the admissions process.

### **Key Responsibilities:**

- **Application Oversight & Records Management:** Oversees the secure intake, scanning, and digital processing of confidential bar application materials. Maintains accurate records and ensures compliance with privacy policies. Inputs, verifies, and monitors applicant data and supporting documentation, including academic transcripts, credit reports, legal documents, and character reports, to support eligibility determinations.
- **Character & Fitness Investigations:** Coordinates the review process with the National Conference of Bar Examiners, District Character Committees, and the Board of Law Examiners, ensuring timely and thorough evaluations of applicants' moral character and fitness to practice law.
- **Bar Examination & Admission Logistics:** Assists with all aspects of bar examination administration and Supreme Court swearing-in ceremonies, including site coordination, staffing, applicant support, and proctoring responsibilities.
- **NextGen Bar Exam Implementation Support:** Be prepared to play an active role in preparing for and supporting the transition to the NextGen bar exam, scheduled for implementation in July 2027. Must approach this transition with a positive and proactive mindset, contribute to process adjustments, and assist with communication, training, and coordination efforts related to the new exam format.
- **Bar Examination Availability:** Must be available to work on-site during the administration of the bar examination, held on the last Tuesday and Wednesday of February and July each year. These dates are critical and require full participation in exam coordination and proctoring duties.

- **Cross-Jurisdictional Communications:** Responds to verification and credential inquiries from former applicants and external jurisdictions, maintaining confidentiality and professionalism at all times.
- **Financial & Administrative Compliance:** Implements internal controls for financial transactions, manages deposits, travel reimbursements, and procurement activities using the state-issued purchasing card (p-card) in compliance with state regulations.
- **Board Operations & Event Coordination:** Organizes two (minimum) annual Board of Law Examiners meetings, serving as liaison and administrative support for Board members. Coordinates logistics, travel, and communication as needed.

**Criminal Background Check:** All successful candidates must submit to a criminal background check.

**Compensation and Benefits:**

- Salary \$40,000-\$54,999 based on experience and qualifications.
- Medical Insurance.
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical).
- Life insurance.
- Defined benefit pension plan.
- Section 457 deferred compensation plan, 12 paid holidays, and Annual and Sick Leave.

**Equal Opportunity in Employment.** It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

**Application Process:** To apply for this position, please send a cover letter and resume to [casey.forbes@courtsww.gov](mailto:casey.forbes@courtsww.gov). Priority review will be given to applications received on or before April 30, 2025.

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.