

**ILLINOIS BOARD OF ADMISSIONS TO THE BAR** Posted: December 5, 2022  
625 South College Street  
Springfield, Illinois 62704  
(217) 522-5917

#### NOTICE OF POSITION OPENING

Title: Director of Administration  
Location: Springfield, Illinois

Please email cover letter and résumé to Suzanne Schmitz c/o [rpeterson@ilbaradmissions.org](mailto:rpeterson@ilbaradmissions.org)

The Illinois Board of Admissions to the Bar seeks a Director of Administration, a highly responsible administrative position that offers an opportunity to engage in interesting work with a dedicated staff.

#### POSITION DESCRIPTION:

The Director of Administration reports to the Illinois Board of Admissions to the Bar, an appointed body of the Supreme Court of the State of Illinois. The eight-member Board is responsible for all aspects of the bar admission process in Illinois, including administration of the bar examination and background investigation of candidates to the bar. The Director administers the Board's office, supervises the staff of 16, implements Board policies, and advises the Board on changes to policies, rules, and procedures.

The Director ensures that all of the Board's functions are properly and efficiently executed and in compliance with the Supreme Court Rules and the Board's Rules of Procedure. The Director hires, trains, supports, and evaluates staff members, as well as oversees those with contractual relationships with the board including a psychometrician, bar exam proctors and graders, and computer programmers. The Director oversees the fiscal operations of the Board, including approval of agency expenditures and, with the assistance of the staff accountant, submission of annual budgets and long-term financial projections to the Board for approval.

The Director oversees the preparation and grading of the written components of the bar examination, is responsible for the processes and procedures employed by the graders and provides feedback and direction to the graders after each bar examination. The Director prepares an annual report submitted by the Board to the Court each spring that provides statistics and narrative on the agency's performance. The Director implements the Board's policy on diversity and inclusion.

As the Board's executive, the Director serves as the liaison to other partners in the legal community, including the law schools, the bar associations, and the Court's other committees and commissions. The Director participates in the network of bar admission professionals within the U.S. as well as in the professional organizations - the National Conference of Bar Examiners and the Council of Bar Admission Administrators. Interaction directly with applicants occurs from time-to-time to answer questions and discuss concerns.

To succeed in this position, a candidate must be committed to public service, enjoy a multifaceted job, and be adept at negotiating a sometimes high-pressured and fast-paced environment, and be comfortable with public speaking.

#### CLOSING DATE:

This position will remain open until filled; applications received by January 15, 2023 will be given preference.

## QUALIFICATIONS:

Education - Applicants must hold a J.D. degree and be licensed to practice law in Illinois or currently possess the credentials to become licensed.

Work Experience - The successful candidate will have 10 or more years of progressively responsible, relevant career experience, including at least 5 years as a practicing attorney and/or a legal administrator.

### Skills and Abilities -

- Organizational, leadership and interpersonal - the ability to make sound decisions, solve problems, develop and implement short- and long-term plans, set priorities, and manage multiple activities simultaneously and within deadlines; the ability to team build, consensus build, and negotiate.  
-commitment to a diverse and inclusive legal profession, ability to create a nondiscriminatory atmosphere, providing equal opportunity for admission into the legal profession in the state of Illinois.
- Communication - superior verbal and written communication skills; the ability to speak comfortably before an audience and with representatives of the media.
- Aptitude for numbers - experience with budgeting and fiscal reviews; the ability to understand and explain complex grading principles and statistical interpretations.
- Computer literacy - working knowledge of Word, Outlook, and Excel; the ability to learn technological skills, such as the manipulation of a customized software system and the security of computer files.
- Legal - experience interpreting and applying rules, statutes, and other applicable laws; experience drafting orders, memos, opinions and occasional pleadings; knowledge or familiarity with the litigation process and supervision of outside counsel.
- Miscellaneous - familiarity with the legal education process and working with volunteer boards.

Preference will be given to candidates who have supervised personnel and managed programs.

## COMPENSATION:

Competitive, including participation in excellent health benefit plans as well as a tax-advantaged, deferred compensation retirement plan. The employing agency, while under the authority of the Illinois Supreme Court, is not a state agency, and compensation is determined by the Board with the Court's approval.

## TRAVEL:

Two weeks of travel each in February and July to administer the bar examination and two weekends each in February and July for the grading process, all in the Chicago area, is required. Other travel of shorter duration, some of which will include domestic air travel, is expected in this position. On the average, over a year, travel may approximate 15%.

## RELOCATION:

The successful candidate will be located in the Board office in Springfield, Illinois. Reasonable, limited relocation assistance is available.