



amendments to Rule 8 and the regulations.

Supervise administration of the bar examination, including managing logistics, staffing, security of test materials, provision of testing accommodations, and all site arrangements.

Oversee grading of bar examination, including hiring and training graders.

Calculate and verify accuracy of examination scores and oversee release of exam results. Prepare and analyze statistical data related to the bar examination scores.

Oversee fiscal operation, including payroll and benefits, preparing budgets, monitoring expenditures, and ensuring compliance with state fiscal requirements.

Supervise and manage the Board's entire staff including all aspects of human resource management.

Serve on Board's behalf as principal point of contact for outside entities, such as law schools, the National Conference of Bar Examiners, other bar admissions agencies, etc.

Inform Board and Supreme Court of Missouri about developments on a national basis in matters related to legal education and bar admissions.

Prepare content on [www.mble.org](http://www.mble.org) website, including FAQs, announcements, instructions, application forms, etc.

Make oral presentations about the bar admissions process to law students and other interested audiences.

Utilize technology in all aspects of daily operations of office and ensure efficient service to applicants and interested entities.

### **Skills and Abilities:**

Demonstrated excellent oral and written communications skills.

Demonstrated leadership skills, to include sound decision making, problem solving, and interpersonal skills.

Ability to develop and implement short- and long-term plans, set priorities, and manage multiple activities simultaneously and within deadlines.

Strong organizational ability and attention to detail.

Ability to interpret and apply Supreme Court Rules and other applicable laws.

Working knowledge of a wide range of business technology and software, including database applications, word processing, spreadsheets, and e-mail. Ability to learn customized database and other software applications.

**Required Minimum Education and Experience:**

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution may be considered in the case of deficiencies of either education or experience. Education above the minimum stated may be considered for substitution on a year-for-year basis for the required general experience; experience above the minimum stated may be considered for substitution on a year-for-year basis for the required education.

- A Master's degree and five years of professional management experience.  
Law degree may be helpful in this position.