Administrative Coordinator 1

Agency: PA Board of Law Examiners   Salary: $45,698- $55,007
Location: Harrisburg, PA   Post Date: January 29, 2024

Agency Profile

The Board of Law Examiners seeks a coordinator to manage the request, approval/denial and provision of testing accommodations for the bar examination in compliance with the Americans with Disabilities Act (ADA). The position is part of the testing department and provides support in all areas of testing management. In addition, the coordinator arranges Board meetings/dinners, grader calibration meetings and provides administrative office support as part of a team.

Typical Duties

- Review and process electronic requests for testing accommodations; manage deadlines and fees.
- Send communications to applicants regarding deadlines, documentation, approval/denial of accommodations and appeal processes.
- Assemble appropriate files for medical and/or psychological records review from health care providers and forensic consultants.
- Arrange hearings & manage written appeals' documentation and deadlines.
- Work with database and messaging system, electronic documents and online secure portal.
- Arrange all special accommodations and seating assignments. Prepare and pack test materials.
- Instruct and supervise proctors. Oversee accommodations registration and testing.
- Arrange board meetings – contract terms, credit approval, meal choices, invitations/responses, payment.
- Organize board meeting documentation and oversee upload; draft agenda; maintain board calendar.

Minimum Qualifications

- Bachelor's degree from an accredited college or university; OR
- An equivalent combination of education, training, and / or experience.

Additional Qualifications/Preferences

- Satisfactory criminal background check required.
- Proficiency with Microsoft Office applications.
- Excellent oral and written communication skills.
- Ability to maintain confidentiality and to work with confidential materials.
- Ability to exercise professional demeanor and a high level of customer service for a potentially demanding customer base in a variety of situations.
- Commitment to the concept of teamwork and cross-responsibility within a department.
- Mandatory (reimbursed) in-state travel including overnight stays, including at bar exams.
- Must be able to lift/move items weighing up to 20 lbs.

Additional Information

- Excellent benefits program including comprehensive, low-cost medical, dental, vision, and prescription plans for employees and eligible family members beginning on the first day of employment; 13 paid holidays, 12 paid sick days, and 12+ paid vacation days per year; salary increases; student loan forgiveness plan; employee assistance programs; and retirement plans.
- Free parking

◈ How to Apply

Candidates interested in applying for this position are requested to submit a resume (video or audio resumes will not be accepted), along with a cover letter noting transferrable experience and salary requirements to:

pabaroffice@pabarexam.org

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.