

# **PROCTORS NEEDED FOR NEW YORK BAR EXAM!** (Albany and Saratoga Counties only)

## **JULY 24th & 25th, 2018**

**Description of Duties:** Proctors assist with the administration of the New York bar examination by checking-in exam applicants, distributing exam materials, monitoring applicants during the exam and maintaining the integrity and security of the examination process. Proctors are hired and compensated as State employees.

**Requirements:** Proctors must be at least 18 years old with a high school diploma or an equivalent combination of education and experience. Proctors must be able to stand and walk for lengthy periods and carry up to forty pounds. Proctors must be proficient in English and be reliable, responsible, courteous, and able to follow detailed instructions. Experience as a teacher, teacher's aide, teaching assistant or proctor is preferred but not required. The anticipated hours are 7:00 AM to 5:15 PM and the standard hourly rate of pay is \$15 per hour. Proctors must be able to work both days and attend a mandatory training session (proctors are compensated \$30 to attend training).

### **Test Site Locations:**

**Albany** (Empire State Plaza; Albany Capital Center, Times Union Center)  
**Saratoga Springs** (Saratoga Springs City Center)

Interested individuals meeting the qualifications are encouraged to download and send an application by June 15, 2018:

<http://www.nybarexam.org/Proctors/Proctors.htm>

For more information, contact:

**New York State Board of Law Examiners**  
**254 Washington Avenue Extension (Corporate Plaza Bldg. 3)**  
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**(518) 453-5990**  
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