

Agency Name: **Massachusetts Board of Bar Examiners**
Official Title: **Staff Attorney**

Major Duties:

- Advises Foreign Educated Attorneys, Examination, Motion and Uniform Bar Exam transfer candidates about the licensure process in Massachusetts.
- Directs the character and fitness investigation of applicants for admission in a manner that is consistent with Board of Bar Examiners (“Board”) rules, policies and procedures, and ensures that investigations are conducted in a thorough and timely manner.
- Identifies applicants whose character and fitness issues warrant further consideration by the Board and prepares memoranda and case files to be presented to the Board for determination of eligibility for admission and case disposition.
- Coordinated character and fitness investigations internally, with the Board and externally with Special Counsel, as well as the preparation of files, schedules, and case presentation for applicant interviews and hearings.
- Drafts correspondence, legal memoranda, Board decisions, policies and procedures, and other documents as required.
- Assists in all aspects of the administration of the bar examination and the day-to-day operations of the Board of Bar Examiners as directed by the Executive Director.
- Employees of the Board are required to observe strict confidentiality requirements. The Staff Attorney must understand and comply with all confidentiality restrictions applicable to Board employees.

Position Requirements:

- Juris doctor degree from a law school accredited by the American Bar Association or authorized by Massachusetts statute to grant the degree of juris doctor.
- A member in good standing of the Massachusetts bar.
- Experience advising and counseling exam takers, clients, or students.
- The successful candidate will have discretion and sound judgment, outstanding analytical, research, interpersonal and written and oral communications skills, the ability to work both independently and as part of a team, and the ability to multi-task and meet deadlines.
- A minimum of five years of experience in the active practice of law.

Required knowledge, skills, abilities and experience:

- Knowledge of Massachusetts law including applicable rules, statutes, and case law.
- Experience in conducting background investigations and evaluating information received involving multiple complex issues strongly preferred. Ability to recognize and analyze legal issues arising in connection with the bar application and character and fitness evaluation process.
- Excellent interpersonal, communication and presentation skills, both verbal and written.
- Demonstrated ability to communicate effectively, respectfully and professionally with members of the public, coworkers, and colleagues.
- Ability to develop and maintain complete and accurate investigation and case files.
- Demonstrated ability to work effectively in a team environment and to multi-task in a fast paced work environment.

The Board of Bar Examiners offers a hybrid model that balances in-person and remote work. Our hybrid model includes working from our Boston office at the John Adams Courthouse, on three designated days per week with the flexibility to work remotely on other days.

Salary Range:

This position is designated Confidential Management Tier 1, with a salary range of \$90,469 (Step 1) to \$133,483 (Step 8).

Application Requirements:

Each applicant must submit a current resume, cover letter, and a completed Board of Bar Examiners Employment Application (available at [BBE Employment Application](#)). Applicant must be a resident of Massachusetts.

Complete application packages should be sent to:

Board of Bar Examiners
Attention: Staff Attorney Position
John Adams Courthouse
One Pemberton Square, Suite 5-140
Boston, MA 02108
Kandace.kukas@jud.state.ma.us

Deadline for submitting an application is November 13, 2023. Review of applications will begin as received. In order to be considered, complete application packages must be submitted.

The Board of Bar Examiners is an Affirmative Action/Equal Opportunity Employer.