



BAR OF ARKANSAS

ADMISSIONS PROGRAM MANAGER

Job Type: Full time

Contact Name: Shumeka Young

Contact Email: shumeka.young@arcourts.gov

Job Duties

- Review of all Admission Applications for Character and Fitness (Bar Exam, Admission on Motion, Transfer of UBE Score); responsible for communication with applicants and the Board of Law Examiners
- Responsible for Criminal Background reviews
- Responsible for the deposit of admission fees
- Responsible for entry of application information into the Court's records
- Responsible for notice and tracking of the Administrative Order #17 New Attorney Course; also, for depositing the fees for that course into the Bar of Arkansas.
- Assists the Executive Director in administering the Bar Exam twice a year.
- Prints and distributes answers to the graders of the Bar Exam following the Exam.
- Will assist with the development of an online portal for admission applications with the Director of OPP, AOC, and ACAP.
- Maintains admission records in accordance with the Rules Governing Admission to the Bar.
- Performs other duties as assigned by the Director.
- Assists with other functions of the Office of Professional Programs, including CLE records and Court Reporter Education Records

Education and Experience

- A bachelor's degree, preferably in business administration or a related field. Work experience or paralegal certification may be considered if no degree is held.
- Two years of experience in a legal or related area.

Knowledge, Skills, Abilities

- Proficient in Microsoft 365 products – particularly Outlook, Excel, and PowerPoint
- Proficiency in Adobe
- Ability to research, interpret, and apply the Supreme Court Rules for the requirements for admission in Arkansas.
- Able to maintain the confidentiality of records maintained by the Board of Law Examiners, with no exception.

The position requires the ability to lift and carry up to 25 pounds, as well as the physical capability to stand, bend, and climb stairs. Salary range, depending on experience and education, is \$60,000 to \$75,000.

To be considered, applicants must submit a cover letter, resume, and three professional references. Materials should be sent via email to Shumeka Young at shumeka.young@arcourts.gov. Applications will be accepted until the position is filled.