

Board of Law Examiners
Appointed by the Supreme Court of Texas

Job Description

PROCTORS FOR TEXAS BAR EXAM

Every February and July, the Board of Law Examiners administers the Texas Board Examiners at various sites throughout the states. We are hiring **temporary Proctors** to ensure that the exam is a smooth process for all involved. **Safety is crucial.**

Compensation

\$15 per hour, including Zoom training and pre-exam meeting.

Tentative Proctor schedule

- Monday: Attend 1-2 hour training at the exam site TBD
- Tuesday: Proctor the Bar Exam from 7:00 a.m. to 5:00 p.m.
- Wednesday: Proctor the Bar Exam from 7:00 a.m. to 5:00 p.m.

Proctor responsibilities

1. Arrive at the exam site at the required time, and stay late if necessary
2. Dress business casual (no jeans, t-shirts, etc.)
3. Follow directions
4. Read and comply with Proctor Manual
5. Work with people under stressful conditions in a calm and courteous manner
6. Monitor 1 to 60 examinees, which includes walking for long periods of time
7. Check admission tickets and photo IDs
8. Distribute, collect, and accurately account for confidential examination materials. Sort exam materials in numerical order with accuracy and speed.
9. Maintain security of the exam
10. Complete forms pertinent to the examination process

Minimum qualifications

1. At least 18 years of age
2. High school graduate or equivalent
3. Proficient in the English language
4. Ability to lift 25 pounds
5. Ability to walk 75% of the time

The BLE considers all applications equally without regard to race, sex, age, color, national origin, or disability in accordance with applicable laws. The BLE is an equal opportunity employer and participates in E-Verify by providing the Social Security Administration and, if necessary, the Department of Homeland Security with information from new employee's Form I-9 to confirm work authorization.

Please contact Noelia Villarreal, Proctor Coordinator, at 512-463-8930 if you have questions.

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Proctor Employment Application

Personal Information

_____	_____		
First Name	Last Name		
_____	_____	_____	_____
Mailing address	City	State	Zip
_____	_____	_____	_____
Phone	E-mail address	Date of Birth	

Education

Please check all that apply.

High school diploma or GED Some college Associates degree Bachelor's degree

Employment History

List your employment for the last 3 years. Begin with your current or most recent employment. If you need more space, continue on a separate sheet of paper.

(1) _____

Employer	Supervisor		
Dates of Employment: From _____	To _____		
_____	_____		
Mailing address	City	State	Zip
_____	_____	_____	_____
Phone	E-mail address		
Reason for leaving: _____	_____		

(2) _____

Employer	Supervisor		
Dates of Employment: From _____	To _____		
_____	_____		
Mailing address	City	State	Zip
_____	_____	_____	_____
Phone	E-mail address		
Reason for leaving: _____	_____		

(3) _____

Employer	Supervisor		
Dates of Employment: From _____	To: _____		
_____	_____		
Mailing address	City	State	Zip
_____	_____	_____	_____
Phone	E-mail address		
Reason for leaving: _____	_____		

Other

(a) Would you have difficulty getting to the exam site by 7:00 a.m.?..... Yes No

(b) Are you attending law school?..... Yes No

(c) Are you a law school graduate?..... Yes No
 If so, when did you graduate? _____

(d) Are planning to take the Texas Bar Exam?..... Yes No
 If so, when? _____

- (e) Are you related to, or do you know, anyone in law school, or anyone planning to take the Texas Bar Exam within the next 2 years?..... Yes No
- (f) Are you, or have you ever been, licensed as an attorney in any jurisdiction, including Texas?.. Yes No
If so, where and when? _____
- (g) Have you ever been employed as a Proctor for another licensing board, educational institution, or testing entity?..... Yes No
If so, please provide the name of the entity, the dates you were employed, the name of the supervisor, and the supervisor's address, telephone number, and e-mail address.
- (h) Have you ever been convicted of any crime, other than a minor traffic violation?..... Yes No
A conviction is not an automatic disqualification for employment. A false answer is.
If "yes," describe each offense and disposition.
- (i) Are you related to any employee or member of the Board of Law Examiners? Yes No
If so, who? _____
- (j) How did you learn about this position?

Availability

Which exam sites are you available for? (BLE does *not* pay for hotel or travel.)

- Houston DFW area Austin Lubbock San Antonio Waco

Certification

Carefully read the following statements. Your signature indicates your understanding and acceptance.

- My responses on this application are complete and true to the best of my knowledge. Any misstatement, falsification, or omission may be cause for refusal to hire, or if hired, dismissal.
- If hired, I agree to fulfill the duties and responsibilities stated in the attached BLE's Proctor Job Description.
- If hired, I must provide 2 documents establishing my identity and my eligibility to work in the United States.
- I authorize any person or organization referenced in this application to give the BLE and its staff any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, regarding any subject covered in this application. I release all such parties from all liability from any damages resulting from furnishing such information to the BLE and its staff.

Your Signature (Typed Signatures are accepted.)

Date

E-Mail completed application, with your original signature, to:
Noelia.Villarreal@ble.texas.gov