

**Board of Law Examiners**  
Appointed by the Supreme Court of Texas

**Job Description**

**PROCTORS FOR TEXAS BAR EXAM**

The Board of Law Examiners (BLE) will administer the Texas Bar Examination on September 9-10, 2020, in hotel-based testing centers. We are hiring **temporary Proctors** to ensure that the exam is a smooth process for all involved. **Safety is crucial.** Each proctor will monitor 12 examinees, who will be seated in individual hotel rooms. Masks, social distancing, and cleaning protocols will be used. Proctors will be issued a mask and a face shield.

**Compensation**

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

**Tentative Proctor schedule**

- Attend Zoom training.
- Tuesday: Attend 1-2 hour training at the exam site
- Wednesday: Proctor the Bar Exam from 7:00 a.m. to 5:00 p.m.
- Thursday: 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 12 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

**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