

# PROCTORS NEEDED

## CALIFORNIA BAR EXAMINATION



Compensation for this position begins at \$25 an hour. The State Bar of California is also offering a retention and referral incentive of \$50 to \$100.

### Job Summary

The State Bar of California seeks proctors to help administer the February 2023 California Bar Exam on February 20–22, 2023, with the possibility to work extended days, depending on the location. As an exam proctor, you will play a key role in helping the Office of Admissions meet its mission of licensing attorneys to practice law in California. You will help ensure that the administration of the exam follows the policies and procedures established and set by the Committee of Bar Examiners.

### Condition of Employment

The State Bar of California requires proof of full vaccination for COVID-19 before starting work. Exemptions to the mandatory vaccination policy may be available for medical conditions, disability, or sincerely held religious beliefs, and must be approved before starting work.



The exam will be held at the following locations:  
Burlingame • Los Angeles • Oakland • Ontario • Orange • Pasadena • Sacramento • San Diego



### DUTIES AND RESPONSIBILITIES

- ✓ Assist with set-up of test materials prior to the beginning of the exam sessions
- ✓ Verify applicant admittance documentation before directing applicants to assigned seating
- ✓ Enforce exam rules and policies, such as those regarding items allowed into a test center
- ✓ Allow only authorized personnel within the secured test center
- ✓ Maintain the security of exam materials at all times
- ✓ Distribute, collect and account for exam materials over the course of at least three consecutive days
- ✓ Complete various exam forms
- ✓ Monitor applicants during exam to ensure applicants are not accessing unauthorized assistance, e.g., cheating



### QUALIFICATIONS AND REQUIREMENTS

- ✓ Be a high school graduate, at least 18 years of age, and complete any necessary training prior to assignment
- ✓ Attend assigned exam events and remain at the test center for up to 10-12 hours per day or until dismissed for at least three consecutive days
- ✓ Accept and follow oral and written instructions from State Bar staff and supervising proctors
- ✓ Basic knowledge of vocabulary, grammar, punctuation, and arithmetic
- ✓ Ability to communicate effectively and courteously
- ✓ Possess strong organizational skills and use of good judgment, and keep exam materials confidential
- ✓ Be flexible to duty and assignment changes
- ✓ Work quietly and efficiently around the test center as assigned with long periods of walking or standing
- ✓ Ability to carry boxes of materials that may weigh up to 40 pounds
- ✓ Stay alert and engaged for extended periods of silence

#### TO APPLY

Please visit our website at  
[www.calbar.ca.gov/examproctors](http://www.calbar.ca.gov/examproctors)

📞 213-765-1596

✉️ [proctors@calbar.ca.gov](mailto:proctors@calbar.ca.gov)



The State Bar  
of California