



**District of Columbia Court of Appeals  
Committee on Admissions  
430 E Street, N.W., Room 123  
Washington, D.C. 20001**

**Job Description: Bar Examination Grader**

The **District of Columbia Court of Appeals** Committee on Admissions (CoA) seeks District of Columbia attorneys interested in serving as graders of the District of Columbia bar examination. Openings for bar examination graders arise occasionally and the CoA is looking for experienced and qualified attorneys to be on a list of available graders when openings occur.

**The Role of the Bar Examination Grader:** A bar examination grader grades the written portion of the District of Columbia Bar Examination (the Multistate Essay Examination and the Multistate Performance Test) under the direction of a CoA Member.

**Responsibilities:**

1. Adhere to deadlines set by the CoA during the two-month grading period immediately following the bar examination. Grading of the July exam is conducted in August and September.
2. Attend a graders' training meeting with the CoA.
3. Adhere to guidelines for graders, provided by the CoA.
4. Conduct a grader calibration procedure with an appropriate sample of answers per question.
5. Be available for discussion with members of the grading team throughout the grading cycle.
6. Maintain strict confidentiality in all aspects of the grading process. Graders will be required to review and sign a confidentiality agreement with the CoA prior to providing grading services.
7. Ensure that exams are held in a secure and confidential location during the grading process.
8. Maintain records as directed by the CoA throughout the grading process.

**Qualifications:**

1. Must be admitted as licensed attorney in the District of Columbia.
2. Must be in good standing with District of Columbia Bar.
3. Must have at least five (preferably ten) years of experience in the active practice or teaching of law.
4. Must be comfortable working in a collaborative team environment.
5. Working knowledge of Microsoft Office Word and Excel preferred.

**Compensation:** Graders are not regular court employees. Graders are considered contract employees with the District of Columbia Court of Appeals, retained to provide this service for a specified period of time. Graders are compensated based on an hourly rate TBD.

**Application:** Interested attorneys should submit a resume and letter of interest to:

Shela Shanks Director, Committee on Admissions  
Attn: Grader Opportunity  
[sshanks@dcappeals.gov](mailto:sshanks@dcappeals.gov)

*Any attorney interested in serving as a grader for the July 2018 bar examination should submit a resume and letter by June 23, 2018.*