

Division: DIV PROGRAMS
Department: LEPOOL Leg Spec/Educ Pool
Location: Tallahassee
Class Code: 064
Class Title: Certification Specialist
Last Updated: 24-Jun-2015 12:36 PM

Position #: 2144
FLSA: Not Exempt from Overtime Pay
EEO Code: 5
Pay Grade: 910
FTE: 1.0
Reports to Position #: 2139

Position Description

POSITION TITLE: Certification Specialist

REPORTS TO: Legal Specialization & Education Manager

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Performs a variety of high level administrative and program duties related to legal specialization and education to assess applicant qualifications for board certification and recertification.

% of Time	Essential Duties and Responsibilities
30	Provide administrative support for the board certification program: receive, review, and process confidential certification applications and peer review; update applications and forms ensuring proper compliance with the Rules Regulating The Florida Bar (RRTFB), policies and procedures; analyze content of applications and confidential peer review in accordance with the rules and policies to prepare for committee review; advise and prepare detailed confidential correspondence to prospective, initial, and recertification applicants regarding requirements and procedures; evaluate requests for board certification level CLE.
30	Serve as liaison to multiple board certification committees: provide guidance to committees regarding the responsibilities and procedures under RRTFB and Board of Legal Specialization and Education (BLSE) policies; schedule meetings; prepare meeting agendas, minutes, and other committee correspondence; maintain confidential resources website for committee member access; maintain accurate history and computer status codes; prepare confidential applicant recommendations and other pertinent data for the Board of Legal Specialization & Education; travel to and substantively participate in committee meetings and the Leadership Conference; arrange and participate in conference calls; update area web pages; propose and oversee rule and policy amendments; assist with efforts and projects to promote board certification.
20	Assist committees with confidential examination preparation and administration: establish deadlines; ensure exam is properly formatted; review exam questions in accordance with Exam Drafting Handbook; oversee production and assembly of exam materials; travel to the March and May exams annually; proctor examinations; coordinate post exam details including the grading process, scoring spreadsheets, and pass/fail determinations; notify applicants of results and prepare certificates; coordinate confidential exam reviews with unsuccessful examinees; travel to exam reviews; provide rule and policy information for exam challenges and appeals; maintain confidentiality of all exam materials; disseminate and analyze post exam surveys.
10	Respond to inquiries, both orally and in writing from Bar members and the public regarding departmental programs: board certification, CLER, BSCR, and course approvals. Prepare liaison and other area specific reports and review requests for consideration by the BLSE.
5	Update statistical information in databases and logs; prepare vouchers, P.O.s, fund transfers, and expense reports; assists with budget administration; adheres to program budget.
5	Assist with special projects, including certification communications plan, staff procedures

Required Minimum Education:

Bachelor's Degree (proof of degree required at interview).

Required Minimum Professional Work Experience:

Two (2) years of administrative experience.

Required Licensure Certification(s):

N/A

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Must be able to travel; work overtime when necessary; and manage stressful situations.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

Additional Information:

Additional progressively responsible administrative experience may substitute for the degree on a year-for-year basis.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.