

Division: DIV LR/ACAP/CTR PROF
Department: LRORL Lawyer Reg Orlando
Location: Orlando
Class Code: 024
Class Title: Legal Secretary
Last Updated: 18-Sep-2018 11:08 AM

Position #: 4183
FLSA: Not Exempt from Overtime Pay
EEO Code: 5
Pay Grade: 909
FTE: 1.0
Reports to Position #: 4188

Position Description

POSITION TITLE: Legal Secretary

REPORTS TO: Branch Office Manager

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: This is highly responsible work performing a variety of duties by providing administrative and secretarial assistance to bar counsels.

% of Time	Essential Duties and Responsibilities
40	Maintains and monitors disciplinary files in CAMFI (importing emails, check scanned documents, updating data, etc.)
25	Types and finalizes drafted pleadings and correspondence.
15	Sets up monthly grievance committee meetings, maintains member lists, assists committee members, and posts files to GC web page.
5	Answers telephone and makes case notes in CAMFI regarding call.
5	Maintains bar counsels calendars, sets up meetings and hearings, and updates calendar daily.
5	Receives and routes incoming mail which requires checking all scanned mailed documents for accuracy in CAMFI.
5	Misc. (Prepare bar counsel weekly expense report in Excel, prepare personal weekly time sheet in the Time Reporting System, update Supreme Court Board, update referee logs in Word, change toner in equipment, add paper to equipment, prepare closed files for scanning which requires redacting all confidential information, drafts correspondence for bar counsel).

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Correct spelling, punctuation and grammar
- Standard business formats
- Legal terminology
- Style and format of legal pleadings
- Adobe Acrobat
- Office procedures and practices and styles

Skilled in:

- MS Word
- MS Excel
- Lotus Notes or similar databases
- Basic arithmetic

Ability to:

- Type sixty (60) correct words per minute
- Pay attention to detail
- Type letters, memoranda and pleadings in correct format
- Create ADA compliant forms and documents using Adobe
- Organize and prioritize work
- Communicate effectively and professionally, both verbally and in writing
- Handle multiple tasks
- Operate well under pressure and in a team atmosphere
- Tactfully manage difficult situations
- Demonstrate initiative in group projects and individual settings
- Consistently provide an excellent service-oriented attitude

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:

Five (5) years of progressively responsible secretarial 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.):

Basic knowledge of computers, printers, facsimile machines, copiers, scanners and postage meter. 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:

Incumbent's Signature: _____

Date: _____

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.