
% of Time	Essential Duties and Responsibilities
------------------	--

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Website management, web usability concepts, best practices, web programming, database and project management
- 508 Web Compliance
- Public Relations techniques
- Editing
- Photo and video editing software
- AP Style
- Adobe Acrobat

Skilled in:

- Web design
- WordPress
- HTML 5
- Adobe Pro Creative Suite (Minimum Acrobat)
- Photo editing programs
- Project/workflow management programs
- Correct spelling, punctuation and grammar usage

Ability to:

- Quickly learn new technologies or software
- Supervise people and projects
- Communicate effectively and professionally, both verbally and in writing
- Create ADA compliant webpages design and content
- Pay attention to detail
- Organize and prioritize work
- Work in a team environment
- Interpret policies and procedures
- Use discretion and independent judgment
- Travel
- Create ADA compliant forms and documents using Adobe

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

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

Required Minimum Professional Work Experience:

Five (5) years of experience in website management and/or public relations.

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.):

- 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:

N/A

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.