

Division: DIV LR/ACAP/CTR PROF
Department: LRMIA Lawyer Reg Miami
Location: Miami
Class Code: 025
Class Title: Paralegal
Last Updated: 15-Mar-2016 09:11 AM

Position #: 4165
FLSA: Not Exempt from Overtime Pay
EEO Code: 5
Pay Grade: 912
FTE: 1.0
Reports to Position #: 4177

Position Description

POSITION TITLE: Paralegal
REPORTS TO: Chief Branch Discipline Counsel
SUPERVISES THE FOLLOWING POSITIONS:
SUMMARY FUNCTION: Provides support to bar counsel.

% of Time	Essential Duties and Responsibilities
30	Pleading preparation.
25	Assisting in investigations and file reviews.
25	Conducting legal research.
15	Assisting in the preparation and submission of public record reviews.
5	Preparation of appellate briefs.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

- Knowledge of:**
- Bar Disciplinary Procedures
 - Rules of Civil Procedure

- Adobe Acrobat

Skilled in:

- Conducting legal and internet research
- Drafting and preparation of pleadings
- Written legal communication
- Dealing with people
- MS Word

Ability to:

- Think logically and solve problems effectively
- Carry out directions
- Organize and prioritize work
- Think and work independently and responsibly
- Tactfully manage difficult situations
- Communicate effectively and professionally both verbally and in writing
- Interpret TFB policies and procedures
- Learn The Rules Regulating The Florida Bar
- Create ADA compliant forms and documents using Adobe

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Completion of an accredited paralegal/legal course of study (proof required at interview). Juris Doctorate will substitute for this education.

Required Minimum Professional Work Experience:

Four (4) years of paralegal/legal assistant experience or certified as a Florida Registered Paralegal or Certified Legal Assistant or Juris Doctorate.

Required Licensure Certification(s):

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:

A legal writing sample is required.

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.