

Division: DIV LR/ACAP/CTR PROF
Department: LRFTL Lawyer Reg FTL
Location: Fort Lauderdale
Class Code: 103
Class Title: Senior Attorney
Last Updated: 10-Jan-2020 09:04 AM

Position #: 4143
FLSA: Exempt from Overtime Pay
EEO Code: 2
Pay Grade: 916
FTE: 1.0
Reports to Position #: 4147

Position Description

POSITION TITLE: Senior Attorney

REPORTS TO: Chief Branch Discipline Counsel

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Acts as counsel at investigative, trial, and appellate levels of processing grievances against attorneys.

% of Time	Essential Duties and Responsibilities
65	Prosecutes trials and appeals. Completes all legal functions in disciplinary cases as necessary to resolve trial and appellate level cases. This includes preparation of pleadings, conducting discovery, preparing appellate briefs, handling hearings before Court-appointed referees, and appearing for oral arguments before the Supreme Court of Florida.
20	Provides counsel and advice to grievance committees with respect to the Rules Regulating The Florida Bar, and prepares written reports explaining all committee decisions.
10	Conducts investigation of complaints alleging violation of Rules Regulating The Florida Bar. Makes decisions as to whether complaints should be dismissed or forwarded to a grievance committee for appropriate action.
5	Other duties as assigned.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- The Rules Regulating The Florida Bar
- Bar disciplinary procedures
- Rules of Civil Procedure
- Legal terminology and the judicial process
- Adobe Acrobat

Skilled in:

- Case management
- Preparation of pleadings and appellate briefs
- Conducting discovery
- Directing, coordinating, and conducting investigation
- Developing trial strategy
- Legal and analytical communication, both oral and written
- Using MS Word and Outlook
- Conducting internet research

Ability to:

- Think logically and solve problems effectively
- Interpret policies and procedures
- Function independently, responsibly, and with initiative
- Organize and prioritize work
- Work collegially with other professionals and as part of a team
- Operate well under pressure and tactfully manage difficult situations
- Provide appropriate advice on legal issues and procedures
- Travel
- Manage a case load
- Communicate effectively and professionally, both verbally and in writing
- Use discretion and independent judgment
- Create ADA compliant forms and documents using Adobe

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Juris Doctorate and a Florida Bar Member in Good Standing.

Required Minimum Professional Work Experience:

Three (3) years legal experience as an attorney in (1) effective case management, (2) trials, (3) pre-trial matters, and (4) development of trial strategy.

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:

Legal Writing Sample is required with resume (must be in Word or .pdf).

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.