

Lawyer Referral Service Clerk (M-F 8AM-12:30PM)

The Florida Bar's Lawyer Referral Service has an opening for a part-time Clerk who will answer calls from the public, identify the caller's needs, refer caller to the appropriate attorney, and enter information into computer. This is a part-time hourly position; rate is \$13.00 an hour.

Please Note: Hours are Monday – Friday, 8:00 a.m. – 12:30 p.m. *** Hours are not flexible. ***

Knowledge, Skills, and Abilities:

- Knowledge of: Correct grammar usage; Basic filing procedures.
- Skilled in: Professional telephone etiquette; Computer competency.
- Ability to: Communicate effectively and professionally; Consistently provide an excellent service oriented attitude; Enter information into computer quickly and accurately; Tactfully manage difficult situations; Operate well under pressure.

Required Minimum Education and Professional Work Experience:

- High School Diploma (or its equivalency).
- One (1) year of clerical experience.

To apply forward resume and completed employment application to HR via email:

applications@floridabar.org. To download The Florida Bar employment application, visit our employment page at <https://www.floridabar.org/about/contact/jobs/>. Position is open until filled.

Please notify HR, in advance, if you need reasonable accommodations to participate in the employment process. EOE