

**Division:** DIV PROGRAMS  
**Department:** PUBBKS Publications  
**Location:** Tallahassee  
**Class Code:** 149  
**Class Title:** Rules Attorney  
**Last Updated:** 10-Nov-2020 04:33 PM

**Position #:** 2181  
**FLSA:** Exempt from Overtime Pay  
**EEO Code:** 2  
**Pay Grade:** 109  
**FTE:** 1.0  
**Reports to Position #:** 2178

## Position Description

**POSITION TITLE:** Rules Attorney

**REPORTS TO:** Director, Legal Publications

**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Supports court rules and standard jury instructions committees.

<b>% of Time</b>	<b>Essential Duties and Responsibilities</b>
35	Assists committee chairs in preparing and submitting rule amendments to the Board of Governors. Finalizes and files petitions, comments, and other pleadings with the Supreme Court ensuring that documents are in compliance with the Supreme Court style guide and ADA compliance requirements. Signs pleadings and certificates of service as needed.
20	Coordinates scheduling of committee and subcommittee meetings. Coordinates with committee chairs to prepare and distribute agendas. Posts materials to committees' web pages. Attends committee and subcommittee meetings.
15	Maintains records of all committee business including agendas, minutes, Supreme Court filings, and communication of all types. Maintains docket of files in progress and assists chair and subcommittee chairs to meet deadlines. Ensures the department head is made aware of potential issues or concerns that arise with regard to the activities of the committees.
10	Reviews case law, legislative material, rules, and other publications to remain current on subjects covered by rules committees. Updates and reviews web pages to ensure rules posted are current.
10	Assists public and TFB members with questions related to rules committees.
5	Maintains records of member attendance at committee meetings; evaluates committee members; and advises president-elect on committee member and officer appointments.
5	Performs other duties as assigned.

## **Non-Essential Duties and Responsibilities:**

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:**

### **Knowledge of:**

- Legal research techniques
- The Rules Regulating TFB
- Rulemaking process and Supreme Court guidelines
- MS Outlook
- Adobe Acrobat

### **Skilled in:**

- Proper English, spelling, grammar and punctuation
- MS Word and Excel
- Adobe Professional
- Legal research
- Coordinating committees

### **Ability to:**

- Interpret policies and procedures
- Think logically and solve problems
- Create ADA compliant forms and documents using Adobe
- Organize work and determine priorities
- Communicate effectively and professionally, both verbally and in writing
- Pay attention to detail
- Establish and maintain effective working relationships with others
- Work with a diverse group of people
- Perform editorial functions
- Use discretion and independent judgment
- Travel

## **MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

### **Required Minimum Education:**

Juris Doctorate and Member of The Florida Bar in good standing.

### **Required Minimum Professional Work Experience:**

Four (4) years of experience in writing, editing, legal research or related field.

### **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.):**

- Travel is required.
- 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).

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.*