



**Non-Essential Duties and Responsibilities:** Ability to load a hand cart and lift paper and supplies up to 25 lbs.

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

**Knowledge of:**

- Professional office procedures and practices
- Administrative principles and procedures
- Adobe Acrobat

**Skilled in:**

- MS Word
- MS Excel
- MS Outlook, Lotus Notes or similar databases
- Professional telephone etiquette
- AS400 or similar database

**Ability to:**

- Plan and assist in the coordination of tasks
- Prepare reports and maintain records
- Create ADA compliant forms and documents using Adobe
- Think logically and effectively problem solve
- Interpret TFB policies and procedures
- Organize and prioritize work
- Pay attention to detail
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult member situations
- Communicate effectively and professionally, both verbally and in writing
- Operate well under pressure and in a team atmosphere
- Consistently provide an excellent service oriented attitude
- Coordinate and multi-task
- Learn The Rules Regulating The Florida Bar

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

**Required Minimum Education:**

High School Diploma (or its equivalency).

**Required Minimum Professional Work Experience:**

Two (2) years of administrative experience.

**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 load a hand cart and lift paper and supplies up to 25 lbs; ability to do research for projects when necessary.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.

**Additional Information:**

*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.*