

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
- 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.