Division: DIV LR/ACAP/CTR PROF	Position #: 4208
Department: LRTLH Lawyer Reg Tally	FLSA: Exempt from Overtime Pay
Location: Tallahassee	EEO Code: 2
Class Code: 103	Pay Grade: <u>114</u>
Class Title: Senior Attorney	FTE: 1.0
Last Updated: 03-May-2021 04:10 PM	Reports to Position #: 4210

Position Description

POSITION TITLE: Senior Attorney

REPORTS TO: Chief Branch Discipline Counsel **SUPERVISES THE FOLLOWING POSITIONS:**

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

attorneys.

% of Time	Essential Duties and Responsibilities	
	Prosecutes trials. Completes all legal functions in disciplinary cases as necessary to resolve	
	cases. This includes preparation of pleadings, conducting discovery, handling hearings and trials	
65	before Court-appointed referees, and preparing appellate records.	
	Prepares record for and conducts grievance committee meetings and provides counsel and	
20	advice to grievance committees with respect to the Rules Regulating The Florida Bar.	
	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	
15	committee for appropriate action.	

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
- Conducting discovery
- Directing, coordinating, and conducting investigation
- Developing trial strategy
- Legal and analytical communication, both oral and written
- Using MS Word
- 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
- Create ADA compliant forms and documents using Adobe
- 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

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 Flori revisions on the job description at any time without notice.	ida Bar reserves the right to make any necessary	