

Division: DIV LR/ACAP/CTR PROF

Position #: 4226

Department: LRTMP Lawyer Reg Tampa

FLSA: Exempt from Overtime Pay

Location: Tampa

EEO Code: 2

Class Code: 103

Pay Grade: 114

Class Title: Senior Attorney

FTE: 1.0

Last Updated: 24-Jun-2015 10:38 AM

Reports to Position #: 4228

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
65	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 before Court-appointed referees, and preparing appellate records.
20	Prepares record for and conducts grievance committee meetings and provides counsel and advice to grievance committees with respect to the Rules Regulating The Florida Bar.
15	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 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
- Create ADA compliant forms and documents using Adobe
- 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

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.