

Investigator, part-time

The Florida Bar (TFB), with more than 109,000 members, is the statewide professional and regulatory organization for lawyers. *To learn more about TFB please visit our website at <https://www.floridabar.org/about/>.*

The Florida Bar's Lawyer Regulation Dept. —Tallahassee branch has an opening for an **hourly part-time Investigator**. Ability to work independently required. Hourly rate: \$25.00. Position will cover North Central Florida, 3rd & 8th Judicial Circuits.

Duties include:

- Locate and interview witnesses pursuant to TFB's investigation and prosecution of attorney discipline matters.
- Locate and review documents.
- Serve subpoenas.
- Prepare written memorandums of investigations for presentation to TFB counsel and grievance committees.
- Testify in TFB discipline prosecutions.

Knowledge, Skills, & Abilities:

- Knowledge of: Investigative principles and techniques
- Skilled in: Windows; MS Word; MS Excel; Internet applications & Databases.
- Ability to: Manage and maintain a high level of confidentiality; Testify effectively; Occasional travel; Interpret policies and procedures; Prioritize, plan, organize, and coordinate work assignments; Operate well under pressure; Communicate effectively and professionally, both verbally and in writing. Familiarize yourself with Rules Regulating The Florida Bar.

Qualifications Include:

- High School Diploma (or its equivalency).
- Prior law enforcement and/or investigative experience.

To apply forward resume and completed employment application to HR via email: applications@floridabar.org. To download TFB employment application is, visit our employment page at <https://www.floridabar.org/about/contact/jobs/>. Position is open until filled.

Please notify HR, in advance, if you need reasonable accommodations to participate in the employment process. EOE

Keywords: part-time, hourly, law enforcement, investigate, 3rd & 8th Judicial Circuits