



**Non-Essential Duties and Responsibilities:** Maintains paper supply for printer and fax machines.

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

**Knowledge of:**

- Computer software and the Internet
- Professional office procedures and practices
- Basic accounting practices

**Skilled in:**

- MS Word
- MS Excel
- Databases and other computer programs
- Data entry
- Typing
- Professional telephone and e-mail etiquette
- Professional customer service

**Ability to:**

- Communicate effectively and professionally both verbally and in writing including being able to use correct spelling, punctuation and grammar.
- Multi-task and prioritize work
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult situations
- Operate well under pressure and in a team atmosphere
- Consistently provide an excellent service oriented attitude
- Type 35 cwpm (correct words per minute)
- Pay close attention to detail
- Learn TFB Rules and regulations

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

**Required Minimum Education:**

High School Diploma (or its equivalency).

**Required Minimum Professional Work Experience:**

One to three (1-3) years of bookkeeping, accounting, finance or business experience. Customer service experience.

**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:**

Bachelor's Degree in Accounting or Finance preferred, but not required (proof of degree required at interview). Appropriate degree may substitute for experience.

*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.*