
% of Time	Essential Duties and Responsibilities
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Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Pertinent system software, computer equipment, work processes, applicable regulations
- Best practices and principles of modern web development
- Implementation of responsive website designs
- HTML, CSS and JavaScript frameworks
- Content management systems
- Web accessibility

Skilled in:

- WordPress
- PHP
- HTML
- CSS
- JavaScript
- jQuery
- Twitter Bootstrap
- SQL
- Git or SVN a plus
- Previous Java or Salesforce experience a plus

Ability to:

- Write clean code
- Work in a team environment
- Interpret policies and procedures
- Troubleshoot, identify and solve problems
- Communicate effectively and professionally, both verbally and in writing
- Interact effectively and courteously with a wide variety of people
- Consistently provide an excellent service-oriented attitude
- Manage a workload
- Organize and prioritize work
- Maintain a high level of confidentiality
- Use discretion and independent judgment

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Bachelor's Degree in a computer or related field (proof of degree required at interview).

Required Minimum Professional Work Experience:

Two (2) years of web development, administration and support 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.):

- Work Schedule - Normal business hours are 8:00 a.m. - 5:30 p.m. Mon-Fri (occasional nights and/or weekends).
- Travel - Minimal travel requirements. Potential travel times include: Training, Conferences and Software Implementation.
- 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:

Additional related experience may substitute for the degree on a year-for-year basis.

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.