Position Description

POSITION TITLE: Paralegal
REPORTS TO: Chief Branch Discipline Counsel
SUPERVISES THE FOLLOWING POSITIONS:
SUMMARY FUNCTION: Provides support to bar counsel.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Pleading preparation.</td>
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<tr>
<td>25</td>
<td>Assisting in investigations and file reviews.</td>
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<tr>
<td>20</td>
<td>Conducting legal research.</td>
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<td>15</td>
<td>Preparation of appellate records and briefs.</td>
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<tr>
<td>5</td>
<td>Assisting in the preparation and submission of public records reviews.</td>
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<tr>
<td>5</td>
<td>Other duties as assigned.</td>
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</tbody>
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Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Bar Disciplinary Procedures
- Rules of Civil Procedure
- Adobe Acrobat

Skilled in:
- Conducting legal and internet research
- Drafting and preparation of pleadings
- Written legal communication
- Dealing with people
- MS Word

Ability to:
- Think logically and solve problems effectively
- Carry out directions
- Organize and prioritize work
- Think and work independently and responsibly
- Tactfully manage difficult situations
- Communicate effectively and professionally both verbally and in writing
- Interpret TFB policies and procedures
- Learn The Rules Regulating The Florida Bar
- Create ADA compliant forms and documents using Adobe

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Completion of an accredited paralegal/legal course of study (proof required at interview). Juris Doctorate will substitute for this education.

Required Minimum Professional Work Experience:
Four (4) years of paralegal/legal assistant experience or certified as a Florida Registered Paralegal or Certified Legal Assistant or Juris Doctorate.

Required Licensure Certification(s):

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:
A legal writing sample is required.