Position Description

POSITION TITLE: Legal Secretary

REPORTS TO: Branch Office Manager

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: This is highly responsible work performing a variety of duties by providing administrative and secretarial assistance to bar counsels.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>40</td>
<td>Types and finalizes drafted pleadings and correspondence.</td>
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<td>20</td>
<td>Sets up monthly grievance committee meetings, maintains member lists and assists the committee members.</td>
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<td>20</td>
<td>Maintains and monitors disciplinary files in CAMFI.</td>
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<td>10</td>
<td>Answers telephone and written inquiries.</td>
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<td>5</td>
<td>Maintains bar counsels calendars in Outlook.</td>
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<tr>
<td>5</td>
<td>Receives and routes incoming mail and other duties as assigned.</td>
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Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Correct spelling, punctuation and grammar
- Standard business formats and styles
- Adobe Acrobat
- Legal terminology
- Style and format of legal pleadings
- Office procedures and practices

Skilled in:
- MS Word
- MS Excel
- Outlook
- Use of databases
- Basic arithmetic

Ability to:
- Type sixty (60) correct words per minute
- Pay attention to detail
- Type letters, memoranda and pleadings in correct format
- Create ADA compliant forms and documents using Adobe
- Organize and prioritize work
- Communicate effectively and professionally, both verbally and in writing
- Handle multiple tasks
- Operate well under pressure and in a team atmosphere
- Tactfully manage difficult situations
- Demonstrate initiative in group projects and individual settings
- Consistently provide an excellent service-oriented attitude

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:
Five (5) years of progressively responsible secretarial 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.):
Basic knowledge of computers, printers, and copiers.
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:

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.