

- 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.

