

**Division:** DIV LR/ACAP/CTR PROF  
**Department:** LRTLH Lawyer Reg Tally  
**Location:** Tallahassee  
**Class Code:** 025  
**Class Title:** Paralegal  
**Last Updated:** 22-Jun-2021 01:46 PM

**Position #:** 4351  
**FLSA:** Not Exempt from Overtime Pay  
**EEO Code:** 5  
**Pay Grade:** 109  
**FTE:** 0.75  
**Reports to Position #:** 4210

## Position Description

**POSITION TITLE:** Paralegal (part-time)

**REPORTS TO:** Chief Branch Discipline Counsel

**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Provides support to Bar counsel.

% of Time	Essential Duties and Responsibilities
30	Pleading preparations and assisting in trial preparation.
20	Assisting in investigations and file reviews.
20	Conducting legal research and drafting memorandums.
15	Monitoring Rule 3-6.1 compliance.
5	Assisting in the preparation and submission of public record reviews.
5	Preparation of appellate records.
5	Other duties as assigned.

**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.

Perform other related duties as assigned.

**Additional Information:**

Trial/litigation experience and bilingual (English/Spanish) is preferred.

*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.*