



## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:**

### **Knowledge of:**

- Professional office procedures and practices
- Administrative principles and procedures

### **Skilled in:**

- Professional telephone etiquette
- Correct spelling, punctuation, and grammar usage
- MS Office (Word, Excel and Outlook)
- Database input

### **Ability to:**

- Multi-task
- Think logically and effectively problem solve
- Organize and prioritize work
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult situations
- Communicate effectively and professionally, both verbally and in writing
- Operate well under pressure and in a team atmosphere
- Consistently provide an excellent service-oriented attitude
- Learn The Rules Regulating The Florida Bar (TFB)
- Interpret TFB policies and procedures

## **MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

### **Required Minimum Education:**

High School Diploma (or its equivalency).

### **Required Minimum Professional Work Experience:**

Two (2) years of administrative 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, facsimile machines, copiers, scanners.
- 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:**

Fluency in Spanish 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.