Position Description

POSITION TITLE: Division Director, Lawyer Regulation

REPORTS TO: Executive Director

SUPERVISES THE FOLLOWING POSITIONS: Legal Administrator; Deputy Director/Staff Counsel Lawyer Regulation; Case Management Systems Administrator; 2 Paralegals; Director, ACAP/Intake Department

SUMMARY FUNCTION: Highly responsible administrative and legal work directing the Lawyer Regulation Division of The Florida Bar to include effective management, formulation and implementation of policies and procedures to meet the objectives of the Executive Director and Board of Governors. Member of the executive management team that develops and implements policies and procedures and works with other Division Directors in managing and leading the organization.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Supervises the operation of the Lawyer Regulation, Attorney Consumer Assistance Program/Intake; provides advice, counsel, and strategic recommendations on all aspects of the division's work and responsibilities, including legal advice and litigation.</td>
</tr>
<tr>
<td>15</td>
<td>Acts as legal counsel/liaison to Board of Governors, its committees and special committees, including Disciplinary Review Committee and Disciplinary Procedures Committee and task forces as necessary.</td>
</tr>
<tr>
<td>10</td>
<td>Selects, hires, develops, appraises and recommends personnel action for Department Directors/Managers; supervises and coordinates with Directors on personnel issues related to division staff.</td>
</tr>
<tr>
<td>10</td>
<td>Develops and implements policies and procedures regarding all aspects of division operations as well as bar-wide issues as assigned; liaison to other bar entities (sections, committees, commissions) on issues relating to lawyer regulation.</td>
</tr>
<tr>
<td>10</td>
<td>Supervises, oversees and reviews the budget for all division departments and programs.</td>
</tr>
<tr>
<td>5</td>
<td>Coordinates, monitors and advises on law suits and legal issues involving TFB as referred by the Board of Governors or the Executive Director.</td>
</tr>
<tr>
<td>5</td>
<td>Supervises and coordinates the operation of bar-wide special projects as assigned by the Executive Director; provides reports and recommendations to the Executive Director, participates in speeches, presentations and seminars on matters involving lawyer regulation.</td>
</tr>
</tbody>
</table>
Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- The Rules Regulating The Florida Bar
- Legal terminology and the judicial process
- Management principles and techniques
- Budgetary process and fiscal controls
- Florida Bar policies and procedures
- Adobe Acrobat

Skilled in:
- Management of single or multiple units and/or departments
- Supervisory principles and practices
- Excellent legal and analytical communication, both oral and written
- Fiscal and financial reporting
- Short and long range planning
- MS Word
- MS Excel
- Legal document research and preparation
- Internet research
- Team building

Ability to:
- Supervise employees and motivate employees
- Formulate and administer policies and procedures
- Publicly address groups and make presentations
- Interpret policies and procedures
- Think logically and effectively problem solve
- Research legal documents
- Prepare legal documents
- Analyze facts and problems
- Use a PC and learn new technology
- Create ADA compliant forms and documents using Adobe
- Organize and prioritize work
- Communicate effectively and professionally, both verbally and in writing
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult situations
- Appropriately deal with and resolve complaints
- Professionally serve the members of The Florida Bar
- Consistently provide an excellent service-oriented attitude
- Operate well under pressure and in a team atmosphere
- Do short and long term planning
- Build a productive team
- Multitask
- Manage and maintain a high level of confidentiality
- Use discretion and independent judgment
- Travel

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

**Required Minimum Education:**
Juris Doctor from an ABA accredited law school and Florida Bar membership in Good Standing.

**Required Minimum Professional Work Experience:**
Ten (10) years of experience as an attorney with at least four (4) years of management and supervisory experience.

**Required Licensure Certification(s):**
Member of The Florida Bar.

**Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):**
- Frequent travel, work outside normal bar hours, stress from pressure to quickly respond to emergency or high-profile matters.
- 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 with resume/application.

---

*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.*