

Division: DIV ADMINISTRATION
Department: OSPOOL Office Systems
Location: Tallahassee
Class Code: 037
Class Title: Desktop Publishing Specialist
Last Updated: 13-Sep-2021 04:35 PM

Position #: 1192
FLSA: Not Exempt from Overtime Pay
EEO Code: 5
Pay Grade: 104
FTE: 1.0
Reports to Position #: 1188

Position Description

POSITION TITLE: Desktop Publishing Specialist

REPORTS TO: Manager of Creative Support

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Designs and produces materials for Bar staff needs.

% of Time	Essential Duties and Responsibilities
75	Design and prepare digital and print-ready materials for various Bar departments (newsletters, brochures, CLE brochures and News ads, pamphlets, flyers, signs, materials for meetings, etc.).
10	Design and prepare materials for Meetings Department (Annual Convention and Midyear Meeting).
5	Coordinate, track and schedule materials needed for preparation of layouts. Choose appropriate fonts and illustrations, consult with other staff and some outside people (editors) regarding designs and layout.
5	Edit layouts; design web graphics as needed.
5	Process pre-existing form letters for various departments throughout the Bar, via MS Word.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat Pro)
- Correct grammar, spelling and punctuation
- Principles of graphic design
- Working knowledge of MS Word

Skilled in:

- Desktop publishing
- Design
- Typography
- Professional office equipment (e.g., multiple printers, scanner, etc.)

Ability to:

- Prioritize, plan, organize and coordinate work assignments to meet multiple, often overlapping deadlines
- Create ADA compliant forms and documents using Adobe
- Establish and maintain a professional, courteous and effective working relationship with coworkers and other staff
- Demonstrate initiative in group and individual projects
- Tactfully handle multiple requests for change on individual projects
- Manage stressful situations
- Function well under pressure and as a part of a team
- Consistently provide a service-oriented demeanor

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**Required Minimum Education:**

High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:

Three (3) years of graphic design and desktop publishing experience.

Required Licensure Certification(s):

Graphic/Digital Design Certificate preferred.

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.

Additional Information:

Work samples will be required at interview.

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.