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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>75</td>
<td>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.).</td>
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<tr>
<td>10</td>
<td>Design and prepare materials for Meetings Department (Annual Convention and Midyear Meeting).</td>
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<td>5</td>
<td>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.</td>
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<td>5</td>
<td>Edit layouts; design web graphics as needed.</td>
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<td>5</td>
<td>Process pre-existing form letters for various departments throughout the Bar, via MS Word.</td>
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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):

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.