

Division: DIV PROGRAMS

Position #: 2189

Department: LEPOOL Leg Spec/Educ Pool

FLSA: Not Exempt from Overtime Pay

Location: Tallahassee

EEO Code: 5

Class Code: 064

Pay Grade: 106

Class Title: Certification Specialist

FTE: 1.0

Last Updated: 18-Oct-2021 09:48 AM

Reports to Position #: 2139

Position Description

POSITION TITLE: Certification Specialist - Communications Coord.

REPORTS TO: Assistant Director, Legal Specialization & Education

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Performs a variety of high level administrative and program duties related to legal specialization and education (LSE) to assess applicant qualifications for board certification and recertification. Development, coordination, and implementation of communications materials and outreach to lawyers and the public to explain and highlight board certification.

% of Time	Essential Duties and Responsibilities
50	Develop and recommend creative and cost-effective methods to educate the public and the Bar membership about the board certification program; design promotional and informational materials for the board certification program, including public information brochures; prepare talking points, and other public relations tools to convey the purpose of board certification; coordinate email blasts to Bar Sections regarding filing dates and requirements to qualify; coordinate the preparation of news releases for those who are newly certified, and other notable events, with the Communications Department; manage and update all the documents on the Bar's website pertaining to the certification program and its communications resources; develop and disseminate three issues of Capstone (the Certification program's electronic newsletter), and post to website; develop and revise informational pamphlets for each certification area; coordinate the awards reception, Power Point, and sponsor exhibit at the annual meeting; assist with special communications related projects, coordinate website updates, review other state bar promotional activities, and handle other related projects as approved and assigned by the LSE Director, or LSE Assistant Director, working in coordination with the Communications Director.
30	Provide administrative support for board certification committees: receive, review, and prepare applications for certification committee review; update applications, forms, standards, and policies; analyze content of applications in accordance with rules and policies; correspond with potential, initial, and recertification applicants regarding rules, policies, and procedures; prepare meeting agendas, minutes, and other committee correspondence; attend meetings and prepare minutes; maintain proper computer information/status codes; and prepare applicant recommendations and other pertinent data for the Board of Legal Specialization & Education (BLSE).
15	Assist committees with certification examination preparation; oversee production and administration of exams; notify applicants of exam results; coordinate exam reviews with committee members and examinees; attend exam reviews; and provide rule and policy information for exam challenges and appeals.
5	Assist with special projects and duties as assigned by Director and LSE Assistant Director.

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Bachelor's Degree, preferably in Communications; Public Relations; Journalism; or related field (proof of degree required at interview).

Required Minimum Professional Work Experience:

Two (2) years of administrative experience, including some experience in public relations and/or public information.

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.):

- Must be able to travel; work overtime when necessary; and manage stressful situations.
- 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:

Additional progressively responsible administrative, and public relations/and or public information experience may substitute for the degree on a year-for-year basis. The degree is highly preferred and will be given preference.

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.