

Division: DIV EXECUTIVE
Department: JNPOOL Journal/News
Location: Tallahassee
Class Code: 200
Class Title: Senior Editor-J&N
Last Updated: 19-Oct-2021 10:58 AM

Position #: 6136
FLSA: Exempt from Overtime Pay
EEO Code: 2
Pay Grade: 110
FTE: 1.0
Reports to Position #: 6134

Position Description

POSITION TITLE: Senior Editor, Journal and News

REPORTS TO: Director, Journal and News

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Writes/reports for the Bar News; prepares minutes/meeting summary for Board of Governors.

% of Time	Essential Duties and Responsibilities
45	Write news and feature stories of interest to Florida's lawyers and judges for the News, drawing from research, legal issues in the news, current events, and from cultivating sources within the legal community.
20	Attends Bar-wide meetings, such as Annual Convention and Winter Meeting, to write News articles regarding activities of Bar sections and committees, swearing-in ceremonies of Bar leadership, special keynote speakers, and takes photos to accompany those stories.
15	Proofs all News copy and photo cutlines, both in print and online, for factual accuracy, clarity, fairness, grammatical, and spelling correctness - making corrections in Adobe InDesign to prepare for publication. Help proof Journal articles and other Bar communications as needed.
10	Attends legislative committee meetings and regular sessions of the Senate and House to write comprehensive News articles regarding evolution of laws of interest to our members, court funding, and issues that impact the independence of the judiciary.
5	Researches and writes comprehensive profiles and goals of Bar presidents annually and Florida Supreme Court chief justices biannually, as well as managing the professional photography process and gathering accompanying personal photos of profile subjects. Writes special articles for the Journal when needed.
5	Other duties as assigned.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Governance of the Bar
- Makeup of the state & federal court systems
- Functioning of the Legislature, and information related to the functioning of the legal system and the practice of law
- Correct spelling, punctuation, and grammar usage

Skilled in:

- Computer word processing with at least a moderate knowledge of graphic design programs
- Advanced journalism to include in depth analysis of issues, perceptive interviews and research
- Active listening
- Writing
- Proofreading
- Photography

Ability to:

- Absorb large amounts of sometimes very complex and technical information and distill it into readable stories.
- Present diverse information in an organized way.
- Conduct internet research.
- Communicate effectively and professionally, both verbally and in writing
- Pay attention to detail
- Establish and maintain effective working relationships with others
- Use discretion and independent judgment
- Travel

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

B.A. in Journalism or English (proof of degree required at interview).

Required Minimum Professional Work Experience:

Eight (8) years of experience in news reporting.

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.):

There is a need to be able to be attentive during long meetings on complex and/or technical issues, such as day-long Board of Governors meetings, or extended committee meetings of the Legislature or long meetings, or example of Bar procedural rules committees.

Frequent travel.

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:

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.