

Investigator, part-time

The Florida Bar (TFB), with more than 109,000 members, is the statewide professional and regulatory organization for lawyers. To learn more about TFB please visit our website at <https://www.floridabar.org/about/>.

The Florida Bar's Lawyer Regulation Dept. — Orlando **Branch** has an opening for an **hourly part-time Investigator**. Ability to work independently required. Hourly rate: \$29.00. Position covers all counties in Central Florida but most assignments will be in Stuart, Ft. Pierce and Vero Beach, Florida.

Duties include:

- Locate and interview witnesses pursuant to TFB's investigation and prosecution of attorney discipline matters.
- Locate and review documents.
- Serve subpoenas.
- Prepare written memorandums of investigations for presentation to TFB counsel and grievance committees.
- Testify in TFB discipline prosecutions.

Knowledge, Skills, & Abilities:

- Knowledge of: Investigative principles and techniques
- Skilled in: Windows; MS Word; MS Excel; Internet applications & Databases.
- Ability to: Manage and maintain a high level of confidentiality; Testify effectively; Occasional travel; Interpret policies and procedures; Prioritize, plan, organize, and coordinate work assignments; Operate well under pressure; Communicate effectively and professionally, both verbally and in writing. Familiarize yourself with Rules Regulating The Florida Bar.

Qualifications Include:

- High School Diploma (or its equivalency).
- Prior law enforcement and/or investigative experience.

To Apply: Send resume, and completed Florida Bar employment application to Human Resources, The Florida Bar, 651 E. Jefferson Street, Tallahassee, FL 32399 or via email to: applications@floridabar.org in .doc or .pdf. To download the employment application and to view the complete position description, please visit The Florida Bar's employment page of the website at <https://www.floridabar.org/about/jobs/>. Salary starts at \$29.00/hour. Position is open until filled. Please notify HR in advance if you need a reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify. This position reports to the Orlando branch office but most work will be performed in Stuart, Ft. Pierce and Vero Beach, Florida.