

**Division:** DIV PROGRAMS  
**Department:** PRC Practice Resource Center  
**Location:** Tallahassee  
**Class Code:** 108  
**Class Title:** Practice Management Advisor  
**Last Updated:** 29-Oct-2021 09:56 AM

**Position #:** 2186  
**FLSA:** Exempt from Overtime Pay  
**EEO Code:** 2  
**Pay Grade:** 109  
**FTE:** 1.0  
**Reports to Position #:** 2152

## Position Description

**POSITION TITLE:** Practice Management Advisor

**REPORTS TO:** Director, LegalFuel Practice Resource Center

**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Serves as one of the Practice Management Advisors in The Florida Bar's Practice Resource Center (PRC). Provides guidance, information resources, and general assistance to Florida Bar members, and their staff, regarding all areas of law office management, including legal office technology. Produces materials for and presents CLE courses on law office management and other administrative management matters relative to law office or law practice management.

<b>% of Time</b>	<b>Essential Duties and Responsibilities</b>
55	Provides timely, informative assistance and solutions to Florida Bar members, law office staff, and others (e.g., bankers, law school professors, etc.) in response to e-mail inquiries, telephone inquiries, and other types of inquiries (i.e., live chat or written correspondence) relating to all areas of law office management, law office technology, case management, risk management, and specific law office management principles and techniques, including law firm economics; financial management; trust accounting; human resources management; recruiting; communications; paralegal utilization guidelines; facilities management; purchasing, records information management; marketing; technology management; legal research methods and library management; structure and governance of law offices and law firms; law firm retreat planning, law firm start-ups, mergers, acquisitions and dissolutions, and general law office management.
15	Research and create content for publication on the LegalFuel.com website; Bar News; Bar Journal; PRC newsletter; and PRC blog.
10	Research, review and maintain familiarity with a wide variety of new information relating to law office management and law practice management including new ethics and professionalism information, new data on technology, marketing, case management, law firm economics, records information management, and general law office management. This is accomplished through an on-going combination of reading, polling sources, and course attendance.
5	Develop and produce, from within departmental resources, useful products such as recorded seminars, checklists and forms, articles and monographs for members on law office management and law practice management. Monitors the LegalFuel website content. Maintains and applies upgrades to the web page in coordination with the director and bar staff.
5	Liaison with other Florida Bar personnel in the Lawyer Regulation Department, Ethics Department, section administration, committees, and other functional departments of The Bar. As directed, assist the PRC Director on potential member benefits or any other Bar project/issue concerning law office management, law practice management, or technology in the law office. Works closely with Bar IT staff on PRC special technology requirements.
5	Create and maintain an active network of professional resources in the legal marketplace, and



- Think logically, troubleshoot
- Effectively help members reach solutions to law office management issues
- Organize and prioritize work
- Communicate effectively and professionally, both verbally and in writing
- Develop written communications, management forms and checklists, reference guides, articles for publication, and numerous reports
- Create ADA compliant forms and documents using Adobe
- Develop both short-term and long-term action plans
- Demonstrate initiative
- Tactfully manage difficult situations
- Professionally serve the members of The Florida Bar
- Consistently provide an excellent service-oriented attitude
- Operate well under pressure, individually and in a team environment
- Maintain a high level of confidentiality and discretion
- Use sound independent judgment
- Multi-task known deadlines while giving timely response to daily incoming telephonic and e-mail requests for law office management and practice management assistance
- Travel

**MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

**Required Minimum Education:**

Bachelor's Degree in a business related field (proof of degree required at interview).

**Required Minimum Professional Work Experience:**

Five (5) years of direct experience in professional office management.

**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:**

- Additional experience in law office management/legal administration may substitute for the degree on a year-for-year basis.
- Strong preference for law office management and technology experience.

*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.*

