Position Description

POSITION TITLE: Senior Attorney

REPORTS TO: Chief Branch Discipline Counsel

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Acts as counsel at all investigative and trial levels of processing grievances against attorneys.

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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>65</td>
<td>Prosecutes trials. Completes all legal functions in disciplinary cases as necessary to resolve cases. This includes investigation, preparation of pleadings, conducting discovery, handling hearings and trials before Court-appointed referees, and preparing appellate records.</td>
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<td>20</td>
<td>Prepares record for and conducts grievance committee meetings and provides counsel and advice to grievance committees with respect to the Rules Regulating The Florida Bar.</td>
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<td>10</td>
<td>Conducts investigation of complaints alleging violation of Rules Regulating The Florida Bar. Makes decisions as to whether complaints should be dismissed or forwarded to a grievance committee for appropriate action.</td>
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<td>5</td>
<td>Other duties as assigned.</td>
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Non-Essential Duties and Responsibilities:
KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- The Rules Regulating The Florida Bar
- Bar disciplinary procedures
- Rules of Civil Procedure
- Legal terminology and the judicial process

Skilled in:
- Case management
- Preparation of pleadings
- Conducting discovery
- Directing, coordinating, and conducting investigation
- Developing trial strategy
- Legal and analytical communication, both oral and written
- Using MS Word
- Conducting internet research

Ability to:
- Think logically and solve problems effectively
- Interpret policies and procedures
- Function independently, responsibly, and with initiative
- Organize and prioritize work
- Work collegially with other professionals and as part of a team
- Operate well under pressure and tactfully manage difficult situations
- Provide appropriate advice on legal issues and procedures
- Travel
- Manage a case load
- Communicate effectively and professionally, both verbally and in writing
- Use discretion and independent judgment

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Juris Doctorate and a Florida Bar Member in Good Standing.

Required Minimum Professional Work Experience:
Three (3) years legal experience as an attorney in (1) effective case management, (2) trials, (3) pre-trial matters, and (4) development of trial strategy.

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.):
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:
Legal Writing Sample is required with resume (must be in Word or .pdf).
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.