**Position Description**

**POSITION TITLE:** Senior Attorney  
**REPORTS TO:** Director, Ethics & Advertising  
**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Provides oral and written ethics opinions providing advice on ethics issues to Bar members. Reviews attorney advertising for compliance with the Rules Regulating The Florida Bar. Assists in working with various bar committees.

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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tr>
<td>40</td>
<td>Provides oral ethics opinions to Florida Bar members on the Ethics Hotline, advises reporters and others generally regarding application of the Rules of Professional Conduct.</td>
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<td>35</td>
<td>Reviews attorney advertisements for compliance with the Rules Regulating The Florida Bar; answers advertising questions on the Hotline and issues written opinions; staffs the Standing Committee on Advertising, drafts formal and informal advisory advertising opinions, performs legal research on advertising issues, drafts amendments to the lawyer advertising rules, prepares agenda items for meetings, attends meetings and conference calls, and reviews minutes.</td>
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<td>Issues informal written ethics opinions to Bar members by mail and e-mail, performs legal research on ethics issues, staffs the Professional Ethics Committee and subcommittees, drafts formal and informal ethics opinions, performs legal research on ethics issues, attend meetings, reviews minutes, coordinates the annual Masters Seminar on Ethics.</td>
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<td>Provides grievance case support by reviewing files, doing research, giving advice to disciplinary counsel.</td>
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<td>10</td>
<td>Maintains professional education and training, writes bar News articles on ethics and advertising topics, and performs 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
- Legal terminology and the judicial process
- Legal Research
- Adobe Acrobat

Skilled in:
- Complex legal research and analysis
- Excellent communication, both oral and written
- MS Word and Outlook
- Use and research of databases and data entry
- Westlaw research
- Internet Research

Ability to:
- Think logically and effectively problem solve
- Interpret policies and procedures
- Create ADA compliant forms and documents using Adobe
- Organize and prioritize work
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult situations
- Communicate effectively and professionally, both verbally and in writing
- Consistently provide an excellent service oriented attitude
- Operate well under pressure and in a team atmosphere
- Use discretion and independent judgment
- Travel

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.

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.):
- Some travel, may require hours outside normal bar hours, foreign language fluency a plus but not required.
There can be stress from pressure to respond immediately to complex ethics inquiries on the Ethics Hotline from members who frequently have emergency questions.
- 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.*