Position Description

POSITION TITLE: Attorney Editor

REPORTS TO: Director, Legal Publications

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Edits and works with the Director in the organization and marketing of legal publications.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>60</td>
<td>Reviews chapters submitted by authors: Researches to ensure legal and substantive accuracy and edits for grammar and style. Writes original material as needed. Reviews final proofs of books.</td>
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<td>15</td>
<td>Develops and organizes new editions and supplements of publications. Recruits and coordinates activities of authors and steering committee members for books assigned to this position.</td>
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<td>10</td>
<td>Reviews case law, legislative material, rules, and other publications to remain current on subjects covered in manuals.</td>
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<td>10</td>
<td>May assist in preparing promotional material, and possibly traveling to and participating in marketing for publications at the Annual Convention.</td>
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<td>5</td>
<td>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:
- Legal research techniques
- Databases (i.e., Lotus Notes, Microsoft, LexisNexis)
- Adobe Acrobat
- The Rules Regulating The Florida Bar

Skilled in:
- Proper English spelling, grammar, and punctuation
- Excellent legal and analytical communication, both oral and written
- MS Word, Excel and internet research
- Proofreading
- Adobe Professional

Ability to:
- Interpret policies and procedures
- Think logically and solve problems
- Create ADA compliant forms and documents using Adobe
- Organize work and determine priorities
- Communicate effectively and professionally, both verbally and in writing
- Establish and maintain effective working relationships
- Work with a diverse group of people
- Pay attention to detail
- Perform editorial functions
- Use discretion and independent judgment
- Occasionally travel

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Juris Doctorate and Florida Bar membership.

Required Minimum Professional Work Experience:
Four (4) years of experience in writing, editing, legal research or related field.

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 be required that involves travel outside of the established bar hours and may occasionally involve weekend travel for the purpose of marketing.
- 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.