Position Description

POSITION TITLE: Senior Attorney - Appellate Counsel

REPORTS TO: Deputy Director/Staff Counsel Lawyer Regulation

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Responsible for The Florida Bar (TFB) appellate work in disciplinary cases. Responsible for researching, writing, filing and, when appropriate, arguing appeals arising from TFB cases. Responsible for lawyer regulation cases handled through headquarters such as orders to show cause. Other duties as assigned.

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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<td>50</td>
<td>Review and analyze trial records and handle all appellate briefs and motions.</td>
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<td>15</td>
<td>Review and analyze high profile or complex litigation files to assist prosecutors.</td>
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<td>Handle oral arguments before the Court.</td>
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<td>Handle headquarters lawyer regulation cases.</td>
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<td>Other duties assigned.</td>
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<td>5</td>
<td>Assist in research for and drafting of special committee and task force final reports.</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
- Standing Board Policies of The Florida Bar
- Florida Rules of Court Procedure, specifically Florida Rules of Appellate Procedure
- Florida Code and Rules of Evidence, trial practice, and E-discovery
- Florida Public Records laws and Florida Rules of Judicial Administration 2.420 and 2.425

Skilled in:
- Interpersonal skills. Strong interpersonal skills, communication and team building skills are necessary because this position also consults, confers and liaisons frequently with Bar counsel in the branch offices, the Bar’s IT Director, General Counsel's Office and the Bar's Records Information Manager.
- Direct appellate work and oral arguments
- Professionalism
- Negotiating with defense counsel
- Dealing with the public and the press
- Investigation of cases
- Trial preparation skills, including hearings and intensive discovery work. Knowledge of litigation support/e-discovery software including predictive coding, text analytics, and document pre-culling features
- Preparation of briefs and memoranda
- Superior writing and research skills
- Demonstrated analytical ability and attention to detail
- Microsoft Office applications, especially MS Word and Excel
- Adobe Acrobat Pro and ADA compliance.
- Working with databases

Ability to:
- Work collegially with bar staff and as part of a team
- Formulate and administer policies and procedures
- Interpret and apply related federal, state and local laws, ordinance, rules and regulations
- Multi-task
- Manage and maintain a high level of confidentiality
- Handle cases professionally and competently through trial and appeal
- Work professionally with defense counsel and other bar counsel, Board members, the press, and the public
- Think logically and effectively problem solve
- Interpret Florida Bar policies and procedures
- Communicate effectively and professionally, both verbally and in writing
- Use discretion and independent judgment
- Travel
- Manage assigned case load
- Research, proofread, and edit work of others

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

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

Required Minimum Professional Work Experience:
Three (3) to five (5) years of direct appellate work experience, including oral arguments.

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.):

Extended hours may be necessary occasionally meet deadlines, attend hearings, or travel.
Employee must be able to travel throughout the state.
Proficiency in Microsoft Word, MS Outlook, and ability to learn internal CAMFI case management system is required.
Ability to sit for long periods of time, hear and converse over the telephone, and frequent computer work.
Ability to lift 5 to 10 lbs.

Additional Information:
Recently written appellate brief writing samples (at least 4) is required with resume (must be in Word or .pdf) and completed employment application.

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.