Position Description

POSITION TITLE: Paralegal
REPORTS TO: Chief Branch Discipline Counsel
SUPERVISES THE FOLLOWING POSITIONS:
SUMMARY FUNCTION: Provides support to Bar counsel.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Pleading preparations and assisting in trial preparation.</td>
</tr>
<tr>
<td>20</td>
<td>Assisting in investigations and file reviews.</td>
</tr>
<tr>
<td>20</td>
<td>Conducting legal research and drafting memorandums.</td>
</tr>
<tr>
<td>15</td>
<td>Monitoring Rule 3-6.1 compliance.</td>
</tr>
<tr>
<td>5</td>
<td>Assisting in the preparation and submission of public record reviews.</td>
</tr>
<tr>
<td>5</td>
<td>Preparation of appellate records.</td>
</tr>
<tr>
<td>5</td>
<td>Other duties as assigned.</td>
</tr>
</tbody>
</table>

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Bar Disciplinary Procedures
- Rules of Civil Procedure
- Adobe Acrobat

**Skilled in:**
- Conducting legal and internet research
- Drafting and preparation of pleadings
- Written legal communication
- Dealing with people
- MS Word

**Ability to:**
- Think logically and solve problems effectively
- Carry out directions
- Organize and prioritize work
- Think and work independently and responsibly
- Tactfully manage difficult situations
- Communicate effectively and professionally both verbally and in writing
- Interpret TFB policies and procedures
- Learn The Rules Regulating The Florida Bar
- Create ADA compliant forms and documents using Adobe

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

**Required Minimum Education:**
Completion of an accredited paralegal/legal course of study (proof required at interview). Juris Doctorate will substitute for this education.

**Required Minimum Professional Work Experience:**
Four (4) years of paralegal/legal assistant experience or certified as a Florida Registered Paralegal or Certified Legal Assistant or Juris Doctorate.

**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.
Perform other related duties as assigned.

**Additional Information:**
Trial/litigation experience and bilingual (English/Spanish) is preferred.
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.