Position Description

POSITION TITLE: Office Systems Specialist

REPORTS TO: Manager of Office Support

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: The OS Specialist supports The Florida Bar staff by providing document preparation, data processing, merge reports and MemberNation event setup.

<table>
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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>25</td>
<td>Work with various databases (MemberNation, Excel and Access), manipulating data between them. Maintain specific Access databases for staff. Select existing MemberNation report or Access query, based on required data from Bar master membership or other Bar-related files. Choose appropriate file format to accommodate anticipated report outcome. Make subset and sort selections and output data to appropriate source.</td>
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<td>20</td>
<td>Review pre-existing MS Word merge program to ensure report outcome, modifying as necessary. Connect the merge program to appropriate database, whether MemberNation, Excel or Access, to produce reports, mass mailings, envelopes, labels, etc.</td>
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<td>20</td>
<td>Assist in preparing materials to satisfy ADA requirements and troubleshoot problems in Adobe Acrobat Pro XI to meet compliance. Design basic Adobe Acrobat Pro XI fill-in forms.</td>
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<td>15</td>
<td>Prepare preface materials for Continuing Legal Education courses, as well as assist in the preparation of the chapters via Adobe Acrobat XI Pro.</td>
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<td>Process pre-existing form letters for various departments throughout the Bar, via MS Word data merge processes.</td>
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<td>5</td>
<td>Provide data lists to the desktop publishing staff for their use in creating certificates, name badges, tent cards, etc., utilizing MS Word data merge processes.</td>
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<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:
- Correct grammar, spelling and punctuation
- Professional office equipment (e.g., multiple printers, scanners - including flat bed graphic scanner, etc.)
- MS Access or similar database
- MS PowerPoint
- Paint/PhotoShop
- MS Excel
- Adobe Acrobat Pro
- MemberNation

Skilled in:
- Database functions
- Working with database query (i.e., select correct query, make appropriate subset selections, output to appropriate data source, etc.)
- MS Word (expert), most especially MS Query and data merge functions
- Proofing

Ability to:
- Type sixty (60) correct words per minute
- Organize and prioritize work
- Pay attention to detail
- Operate standard office equipment
- Communicate effectively and professionally, both verbally and in writing
- Tactfully manage difficult situations
- Consistently provide an excellent service-oriented attitude
- Demonstrate initiative in group projects and individual settings
- Operate well under pressure and in a team atmosphere
- Learn new computer programs
- Create ADA compliant forms and documents using Adobe

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:
Three (3) years of computer software experience, specifically in MS Word and experience working in an office environment.

Required Licensure Certification(s):
Microsoft Office Specialist Certification is preferred (expert level for Word and Excel).

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:
Skilled in Adobe Acrobat Pro XI is highly 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.