Position Description

POSITION TITLE: Legal Administrative Secretary - UPL

REPORTS TO: Branch UPL Attorney

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: This is a highly responsible position combining management, administrative, secretarial, and clerk duties in support of attorney and part-time paralegal.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>25%</td>
<td>Type and format correspondence and pleadings (includes, but is not limited to, motions, petitions, subpoenas, briefs, legal memoranda, discovery requests, responses to discovery) for attorney; draft nonlegal correspondence for attorney editing; proofread documents for errors. Uses the current Bar software applications to make all court fillings ADA compliant. Conduct computer searches and research.</td>
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<tr>
<td>25%</td>
<td>Opening and management of UPL and FRP cases; input all case data including scanning of documents.</td>
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<tr>
<td>20%</td>
<td>Maintain legal and non-legal calendar for attorney including scheduling and coordinating meetings with UPL and FRP committee members and chairs and scheduling and coordinating court hearings with opposing party and court; assist in responding to public records requests; maintain UPL and FRP committee lists; provide scheduling support for UPL and FRP committee meetings, committee hearings and court hearings; order and maintain office supplies. Posts files to the UPL committee web page.</td>
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<tr>
<td>10%</td>
<td>Prepare draft of all annual budget forms for attorney review; prepare travel authorizations and expense reports for attorney; prepare vouchers for office expenses and vendor payments; monitors branch UPL accounts to stay within budget; assist in preparation of investigator expense and time reports for attorney review; assist in coordinating shared expenses with Lawyer Regulation department.</td>
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<tr>
<td>5%</td>
<td>Filing, copying and scanning; receive, process and route mail.</td>
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<td>5%</td>
<td>Answer telephone and process calls received by department; answers routine questions; and makes case notes regarding call.</td>
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<td>5%</td>
<td>Provide secretarial support and training in office procedures to paralegal.</td>
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<td>5%</td>
<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 spelling, grammar, punctuation
- Standard business formats and styles
- Office procedures and practices
- Basic filing procedures
- Legal terminology and judicial procedures
- Style and format of legal pleadings, including briefs
- Adobe Acrobat

Skilled in:
- MS Word
- MS Excel
- Data entry
- Operation of Lotus Notes mail and calendars (or similar database)
- Office procedures
- Professional telephone etiquette

Ability to:
- Type sixty (60) correct words per minute
- Type letters, memoranda, and other standard business forms in correct format
- Create ADA compliant forms and documents using Adobe
- Organize and prioritize work
- Pay attention to detail
- 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

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
High school diploma (or equivalent).

Required Minimum Professional Work Experience:
Five (5) years of progressively responsible secretarial experience, experience in a law office preferred.

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 required.
- 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:
- May provide support to other UPL branch offices and Lawyer Regulation office.
- Person has access to sensitive and confidential information, files and correspondence.

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.