Position Description

Position Title: Administrative Support 3

Reports To: Director, Research, Planning & Evaluation

Supervises the following positions:

Summary function: Responsible for assisting and providing administrative support to the director.

% of Time Essential Duties and Responsibilities

25 Performs word processing and related clerical tasks; inputs data and information into various databases; creates filing systems for electronic file storage; sets up meetings and sends out calendar invites to specific groups; scans documents and assists in preparation of new or merged documents; copies and pastes data and comments from surveys into Word documents.

25 Researches and collects state bar rules/policies and consistently updates them within the proper documents and folders; coordinates and handles the preparation and online placement of Program Evaluation Committee (PEC) meeting materials; assists in posting materials and maintaining multiple PEC subcommittee webpages; assists in drafting and proofreading PEC reports.

25 Assists with all phases of survey research projects, including questionnaire development and design; formatting; data collection; and creation of survey templates. Handles basic formatting of all survey reports, checks all data for accuracy, administers email blasts, and ensures all reports are ADA compliant.

10 Manages departmental files and records; maintains record retention schedules; coordinates a departmental to-do list on OneNote, creates subcommittee member availability polls, administers Outlook calendar invites, sets up video and audio conference calls, creates travel authorization forms/travel requests.

5 Conducts and coordinates research on trends within the legal profession; assists with the planning and coordination of an annual Strategic Planning Committee workshop; Reviews and updates strategic plan implementation status through
copy/paste of information provided by other divisions.

5 Assists in the development of other types of data and research reports using SPSS, Excel, and PowerPoint.

5 Performs other duties as assigned, such as, ordering office supplies, action item tracking, taking meeting minutes during conference calls, and other administrative tasks to support the department.

Non-Essential Duties and Responsibilities

N/A

Knowledge, Skills, and Abilities required for the positions

Knowledge of:
- Administrative principles and procedures
- Database design/usage

Skilled in:
- Internet research
- Planning, organizing and prioritizing work
- Demonstrating initiative in group projects and individual settings
- Operating well under pressure and in a team atmosphere
- Proficient in Word, Excel, Outlook, Adobe Acrobat, OneNote and PowerPoint
- Report writing and editing
- Proofreading skills

Ability to:
- Correct spelling, punctuation and grammar usage
- Communicate effectively and analyze matters logically
- Pay attention to detail
- Organize data, reports and information
- Multitasking
- Effectively utilize knowledge of Internet search engines to optimize searches and harvest maximum information
- Manage and maintain a high level of confidentiality
- 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:
Five (5) years of progressively responsible office administrative experience.

Required licensure certification(s):
N/A

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:
College degree preferred. Appropriate degree may substitute for the experience on a year-for-year basis.

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.