Position Description

Position Title: Certification Specialist

Reports To: Legal Specialization & Education Manager

Supervises the following positions:

Summary function: Performs a variety of high level administrative and program duties related to legal specialization and education to assess applicant qualifications for board certification and recertification.

% of Time Essential Duties and Responsibilities

30 Provide administrative support for the board certification program: receive, review, and process confidential certification applications and peer review; update applications and forms ensuring proper compliance with the Rules Regulating The Florida Bar (RRTFB), policies and procedures; analyze content of applications and confidential peer review in accordance with the rules and policies to prepare for committee review; advise and prepare detailed confidential correspondence to prospective, initial, and recertification applicants regarding requirements and procedures; evaluate requests for board certification level CLE.

30 Serve as liaison to multiple board certification committees: provide guidance to committees regarding the responsibilities and procedures under RRTFB and Board of Legal Specialization and Education (BLSE) policies; schedule meetings; prepare meeting agendas, minutes, and other committee correspondence; maintain confidential resources website for committee member access; maintain accurate history and computer status codes; prepare confidential applicant recommendations and other pertinent data for the Board of Legal Specialization & Education; travel to and substantively participate in committee meetings and the Leadership Conference; arrange and participate in conference calls; update area web pages; propose and oversee rule and policy amendments; assist with efforts and projects to promote board certification.

20 Assist committees with confidential examination preparation and administration: establish deadlines; ensure exam is properly formatted; review exam questions in
accompany with Exam Drafting Handbook; oversee production and assembly of
eam materials; travel to the March and May exams annually; proctor examinations;
coordinate post exam details including the grading process, scoring spreadsheets,
and pass/fail determinations; notify applicants of results and prepare certificates;
coordinate confidential exam reviews with unsuccessful examinees; travel to exam
reviews; provide rule and policy information for exam challenges and appeals;
maintain confidentiality of all exam materials; disseminate and analyze post exam
surveys.

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Respond to inquiries, both orally and in writing from Bar members and the public
regarding departmental programs: board certification, CLER, BSCR, and course
approvals. Prepare liaison and other area specific reports and review requests for
consideration by the BLSE.

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Update statistical information in databases and logs; prepare vouchers, P.O.s, fund
transfers, and expense reports; assists with budget administration; adheres to
program budget.

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Assist with special projects, including certification communications plan, staff
procedures database; website development, review of related state bar activities
and procedures, and other special projects as assigned by Director and LSE
Supervisor.

Non-Essential Duties and Responsibilities

Knowledge, Skills, and Abilities required for the positions

Knowledge of:

- Professional administrative procedures and practices
- Legal terminology relevant to certification practice areas
- Public relations techniques
- Proper punctuation and grammar usage
- Adobe Acrobat

Skilled in:

- MS Word proficiency
- MS Excel proficiency
- Database usage proficiency (Lotus Notes, AS400 or similar databases)

Ability to:

- Manage and maintain a high level of confidentiality
- Communicate effectively and professionally, both oral and written
- Travel
- Prioritize work and coordinate multifaceted projects within set deadlines
- Analyze and apply TFB's rules, policies and procedures
- Demonstrate self-motivation and direction;
- Maintain professional demeanor in demanding situations
- Demonstrate initiative in group projects and operate well in a team atmosphere
- Compose and communicate complex information with accuracy and grammatical precision
- Tactfully manage difficult situations using sound independent judgment and discretion
- Consistently provide an excellent service-oriented attitude;
- Think logically and effectively problem solve
- Learn The Rules Regulating The Florida Bar pertaining to LSE programs
- Learn new computer databases
- Create ADA compliant forms and documents using Adobe
- Use discretion and independent judgment

**Minimum education and work required for the position:**

**Required minimum education:**

Bachelor's Degree (proof of degree required at interview).

**Required minimum professional work experience:**

Two (2) years of 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.):**

- Must be able to travel; work overtime when necessary; and manage stressful situations.
- 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:**

Additional progressively responsible administrative experience may substitute for the degree 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.