

CONNECTICUT BAR ASSOCIATION (CBA)

JOB DESCRIPTION: Continuing Legal Education Data Entry Clerk

Title: Continuing Legal Education Data Entry Clerk

Department: Continuing Legal Education (CLE)

Reports to: Director of Continuing Legal Education & Section Programming (Director)

FLSA Classification: FT (35 hours), Non-Exempt, Temporary

Wage Range: \$19-21/hour

Position Summary

Under the direction and guidance of the Director, the Continuing Legal Education Data Entry Clerk (DEC) will be responsible for processing documents necessary for educational programs at 2024 Connecticut Legal Conference (2024 CLC), the largest annual gathering of legal professionals in Connecticut. Work will include setup, staffing seminars, and breakdown of seminars at 2024 CLC. Following the Conference, the DEC will coordinate the documents from each seminar, update databases, and assist with attribution of credits and thank you letters to presenters.

Primary Responsibilities

- Prepare and coordinate documents for each seminar at 2024 CLC.
- Assist with preparation for 2024 CLC.
- Assist with setup, managing seminars, and breaking down seminars at 2024 CLC.
- Organize scanned documents from 2024 CLC, including attendance records and post-seminar surveys, and input data into database to properly attribute continuing legal education credits for seminar attendees.
- Prepare thank you letters to speakers, organizers, moderators of seminars, and send via email along with survey results.
- Other duties as assigned by Director or other Directors of CBA.

Required Qualifications

- 1-3 years' experience in working with spreadsheets, document management, or other office organizational skills.
- Strong computer skills, proficient in the use of Microsoft Office programs including Outlook, Word, Excel, PowerPoint, SharePoint and various databases.
- Strong interpersonal skills with the ability to engage and connect with diverse groups and individuals.
- Excellent organizational skills.
- Well-developed prioritization skills.
- Well-developed ability to quickly switch tasks.
- Well-developed ability to remain calm and kind in stressful situations.
- Ability to lift 50 pounds.
- Ability to work long hours (12+) for 2024 CLC event.

Preferred Qualifications

- Proficiency working with databases and event production software is a plus.

Physical Demands

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of fifty (50) pounds. It also requires manual dexterity to operate standard office machines.

About the Connecticut Bar Association

The Connecticut Bar Association, founded in 1875, is the preeminent organization for lawyers and the legal profession in Connecticut. With its 70+ sections and committees, the CBA produces over 300 programs each year, including the Connecticut Legal Conference. The CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.