

Monroe County Bar Association
Job Description
Monroe Legal Reporter (MLR) Editor
Independent Contractor Position

Primary Responsibilities:

- Weekly reviews and signs “Proof of Publication” for all published advertisements.
- Reviews opinions as forwarded to the MCBA by the Monroe County Court of Common Pleas 43rd Judicial District, selecting those for publication in the MLR, creating and preparing for printing in the MLR Journal.
- Chairs the Monroe Legal Reporter Committee
- Reviews and recommends pricing of legal advertisements, subscriptions and commercial advertisements.
- Reviews and approves commercial advertisements submitted by potential advertisers.
- Keeps abreast of all legislation relevant to the publication of legal journals in Pennsylvania and informs MCBA Board, MLR Committee and staff of same.
- Assists MCBA staff and clients with questions relating to legal ad publications.

Accountability:

The MLR Editor reports to and work is performed under the direction of the Board of Directors of the MCBA.

Work is performed independently and the individual must exercise initiative and judgment in the performance of all duties.

Experience: Minimum of two years in the field of law.

The position is an Independent Contractor Position and as such subject to all IRS reporting requirements.

Position is for a term of one (1) year. Please send your resume and qualifications by November 19th to journal@monroebar.org