



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

CONTRACTUAL POSITION**POSITION TITLE: Mediation Coordinator/Mediator****STARTING SALARY: \$21.78/hour****DEPARTMENT: Mediation****PAY GRADE: 025****FULL-TIME: 40 hours weekly****SUMMARY:**

This position coordinates and administer court mediation programs. Responsible for scheduling volunteer mediators, serve as a liaison, reviews files for referral, perform related administrative functions, and mediate as needed. The person in this position will also be responsible for maintaining required statistical data. Working relationships are established with judges, court personnel, attorneys, and the general public. This position exercises independent judgment and works under the supervision of the Alternative Dispute Resolution Director.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a bachelor's degree in social work, law, or a closely related field and four (4) years of court/legal related experience, or any equivalent combination of education and experience. Florida Supreme Court Certification in County Court and Dependency/Family.

ESSENTIAL DUTIES:

Under the direction of the court, this position supervises, schedules, assigns, organizes and directs volunteers and contract mediators for program mediation; recruits, trains and coordinates volunteers; creates and manages mediator dockets. Develops, plans, coordinates and administers continuing mediation programs. Maintains accurate records of files reviewed, cases mediated, mediation outcomes, fees collected and monies paid out to contractors. Responds to inquiries from the judiciary, court staff, attorneys and the public regarding mediation programs. Performs assistance with administrative tasks, such as answering phone calls, emails and other correspondence directed to court mediation services. As a mediator on an "as needed" basis, the person in this position reviews cases referred to the program for appropriateness, reviews case files, confidential reports and other materials pertinent to the case. Conducts mediations, facilitating the discussion of legal issues between involved parties for court referred cases. Informs parties concerning the mediation process. Prepares settlement agreements, court orders or no agreement reports on all cases mediated. Prepares related documents to dispose of cases; submits agreements and documents to parties and judge for review and incorporation into final orders. Drafts court orders and forms to expedite case processing. Prepares and maintains statistical records and reports. Completes continuing education training on a regular basis to maintain mediation certification; stays abreast of current standards and practices for certified and court appointed mediators. Performs other office related work as required.

KNOWLEDGE SKILLS AND ABILITIES:

- Florida Court System; Court's Alternative Dispute Resolution program, specifically county court and dependency/family court divisions
- Court policies and procedures; pertinent laws, rules and goals
- Processes and techniques of resolving disputes; analyze information and make sound decisions
- Knowledge of the rules of English grammar, spelling and punctuation
- Ability to accurately determine child support calculation
- Proficient in Microsoft Word, Outlook and Excel
- Ability to prioritize work and communicate effectively verbally and in writing

HOW TO APPLY:

Interested parties should electronically send the completed application package to: **Tammy Anton** at CAD-Recruiting@pbcbgov.org
Each completed package shall include the following:

- Cover Letter
- Resume
- Copy of Family and/or Dependency Mediator Certification
- State of Florida application form, available at the following link:
www.floridasupremecourt.org/employment/application_writeable.pdf

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."