

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

### **MEDIATION SERVICES COORDINATOR**

**Annual Base Salary: \$45,303.72**

**\*\*The successful candidate will be hired at the minimum salary\*\***

**Position Number: 10931**

**Class Code: 7630**

#### **General Description**

The essential function of the mediation services coordinator position within the organization is to coordinate and administer court mediation programs. The position is responsible for scheduling and supervising staff and/or volunteers, coordinating and administering court mediation services, managing continuing mediation programs for volunteer mediators, serving as liaison/information resource, reviewing files referred to mediation, maintaining records of mediated cases, conducting mediations as appropriate, and performing related administrative functions. The position works under general supervision of the Trial Court Administrator or other designated manager; reporting major activities through periodic meetings.

#### **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises court staff, including training, assigning and evaluating work; reviews work of staff to ensure regulation compliance.

Runs audits and assigns daily reports; and deals with special projects and revisions as required; updates notices and adds information as needed.

Supervises, schedules, assigns, organizes and directs volunteers and contract mediators for program mediations throughout the circuit of responsibility; recruits, trains and coordinates volunteers; creates and manages mediator dockets.

Reviews domestic case files referred to mediation to identify issues, assess mediation fees and estimate time needed to mediate the case and report data.

Travels to various counties to meet with judiciary and court staff, assess program effectiveness and needs, and provide mediation services; handles/resolves complaints and case problems.

## **MEDIATION SERVICES COORDINATOR**

Develops, plans, coordinates and administers continuing mediation programs for volunteer mediators; plans and organizes appreciation activities for volunteer mediators.

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 of responsibility.

Conducts mediations, facilitating discussion of issues between involved parties for court referred cases such as small claims to facilitate resolution.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility, such as statistical reports.

Provides assistance with administrative tasks, such as maintaining the departmental web site, providing fiscal information for budget planning and overseeing the current budget, developing/updating program manuals, preparing portions of the Compendium for the Dispute Resolution Center, or maintaining libraries.

Performs clerical tasks such as proofing timesheets; answering telephone calls, e-mails and other correspondence directed to court mediation services; performing data entry; preparing periodic employee evaluations; faxing; or photocopying.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

Additional duties as required.

### **Education and Training Guidelines**

- Bachelor's degree in social work, law or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

- Four years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

### **Licenses, Certifications, and Registrations Required**

- Requires appropriate Florida Supreme Court Mediation certification (e.g., County, Dependency and Family) or a commitment to get certificate at the applicant's own expense within 6 months of starting employment.

## **MEDIATION SERVICES COORDINATOR**

### **Competencies**

#### **Data Responsibility:**

Directs others in major events and reports on activities and results.

#### **People Responsibility:**

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

#### **Assets Responsibility:**

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials and supplies.

#### **Mathematical Requirements:**

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

#### **Communications Requirement:**

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional personnel.

#### **Complexity of Work:**

Performs work involving the application of principles of logical thinking and continuous exposure to pressure.

#### **Impact of Decisions:**

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

#### **Equipment Usage:**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing.

#### **Safety of Others:**

Requires considerable responsibility for the safety and health of others.

### **Special Comments:**

- This position is to conduct legal mediations and draft settlement agreements for circuit/family court.
- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- Prospective vacancy to be filled no earlier than Monday, August 11, 2014.

## **MEDIATION SERVICES COORDINATOR**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.