

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>.

MEDIATOR-CIRCUIT/FAMILY

Annual Minimum Salary: \$45,303.72

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

Position Number: 11824

Class Code: 7620

General Description

The essential function of the mediator- circuit/family position is to conduct legal mediations and administer court mediation programs. The position is responsible for conducting mediations and drafting settlement agreements for circuit/family court and managing mediations programs for the circuit. The position work under general supervision of the Trial Court Administrator or other court 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.)

Conducts circuit/family mediations, facilitating the discussion of legal issues between involved parties for court referred cases such as family and juvenile dependency, insurance subrogation, personal injury, commercial evictions or small claims to facilitate resolution; travels to court locations served by the Mediation Division as required.

Communicates with attorneys and parties involved in mediations by telephone to obtain additional information or to provide dates and times of mediations.

Reviews case files, confidential reports and other materials pertinent to cases, and informs litigants concerning the mediation process prior to commencement of every mediation.

Prepares/drafts settlement agreements, court orders or impasse reports on all cases mediated; reviews agreements with all parties involved and manages execution of agreements by parties.

Completes closing paperwork and statistical records/reports for mediation cases of responsibility.

Deciphers legal documents such as contracts to ensure comprehension of issues in dispute.

Con't MEDIATOR-CIRCUIT/FAMILY

Performs clerical tasks such as preparing and typing legal documents, faxing, telephoning or photocopying.

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.

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.

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.

Responds to inquiries from the judiciary, court staff, attorneys and the public regarding mediation programs of responsibility.

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.
- Five 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 Family Mediator certification.

Competencies

Data Responsibility:

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

People Responsibility:

Negotiates, exchanges ideas, information, and opinions with others to formulate policy and programs or arrives jointly at decisions, conclusions, or solutions.

Assets Responsibility:

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

Con't MEDIATOR-CIRCUIT/FAMILY

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:

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.

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.