

THE STATE OF FLORIDA



STATE COURT SYSTEM

## JOB OPPORTUNITY BULLETIN

POSITION TITLE: Mediation Coordinator

OPEN DATE: 4-18-19

CLOSE DATE: Open Until Filled

POSITION NUMBER: 10893

SALARY: \$ 3,775.31 per month

JOB LOCATION: 5<sup>th</sup> Judicial Circuit

HEADQUARTERS: Citrus County

### Distinguishing Characteristics of Work

This is responsible administrative and supervisory work coordinating the daily operations of a mediation program for a trial court including supervision of mediators, volunteer mediators and independently contracted mediators. The Services Coordinator assigns and schedules cases referred to mediation by the court, monitors case status, and trains mediators, including allowing candidates for mediation certification to observe and co-mediate. The Services Coordinator is also a mediator certified by the Florida Supreme Court that conducts mediations by facilitating discussions amongst the parties in an attempt to resolve their disputes and then prepares mediated settlement agreements including parenting plans. Working relationships are established with judges, court personnel, attorneys and the general public. The Services Coordinator exercises independent judgment and works under the general supervision of the Director of Case Management.

### Education and Training Guidelines

A minimum of a bachelor's degree from an accredited four-year college or university with a major in communication, social work, mental health, sociology, psychology, or a related social or behavioral science, and two years of experience in court administration, and one year of experience as a certified mediator. Responsible full-time experience as a certified mediator may substitute for the two years of experience in court administration on a year for year basis.

Certification as a mediator in accordance with sections 10.100 and 10.110, Florida Rules for Certified and Court-Appointed Mediators. **Florida Supreme Court Certification in Family Court is required. Florida Supreme Court Certification in Dependency and/or County Civil desired.**

### Knowledge, Skills, and Abilities

Ability to supervise and motivate professional and support staff. Knowledge of the operations of the Florida State Courts System. Knowledge of the Standards of Professional Conduct for certified and court-appointed mediators. Knowledge of the concepts and goals of mediation, conflict



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resolution theories, techniques and negotiation processes. Knowledge of problem-solving techniques and social and behavioral psychology, including group dynamics and interaction. Ability to communicate clearly and concisely orally and in writing. Ability to evaluate the effectiveness of services, recommend and implement improvements to the program. Knowledge of and the ability to apply methods of data collection and analysis. Ability to provide the Court with findings and recommendations in verbal and/or written format, which allows incorporation into court orders. Ability to prepare and maintain confidential case records. Ability to work independently and establish priorities. Ability to operate a personal computer and use software applications supported by the state court system.

Submit a current application and verification of required education and mediator certification (i.e., copy of college degree or college transcripts and Florida Supreme Court mediator certification number) to:

Office of the Trial Court Administrator  
Att: Robin Hamel, Sr. Court Operations Consultant  
P.O. Box 7800  
Tavares, FL 32778  
rhamel@circuit5.org

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. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



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