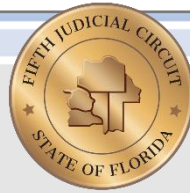


THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Alternative Dispute Resolution Director

OPEN DATE: 3-5-2020

CLOSE DATE: OPEN UNTIL FILLED

POSITION NUMBER: 11748

SALARY: \$4,370.40 per month

JOB LOCATION: 5TH Judicial Circuit

HEADQUARTERS: Tavares

Distinguishing Characteristics of Work

This is responsible administrative and supervisory work coordinating the daily operations of the Court Mediation Services Programs in the five counties of the Fifth Judicial Circuit. This includes supervision of Mediation Coordinators, support staff, mediators, volunteer mediators and independently contracted mediators. This position is also responsible for implementing policy and procedures, conducting training, providing and overseeing mediation services, implementing and modifying programs, managing budgets, serving as departmental liaison, and performing related administration functions, including overseeing data compilation and reporting. The Alternative Dispute Resolution Director is also a mediator certified by the Florida Supreme Court that may conduct mediations by facilitating discussions amongst the parties in an attempt to resolve their disputes and prepares mediated settlement agreements including parenting plans. Working relationships are established with judges, court personnel, attorneys and the general public. The Alternative Dispute Resolution Director exercises independent judgment, reporting major activities through periodic meetings 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 business administration, social work, law or a closely related field, and five years of related experience, including two years in court administration, and two years of supervisory experience. 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, Dependency and County Civil is required.



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Knowledge, Skills, and Abilities

Ability to supervise and motivate professional and support staff, including providing direction, selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; supervising contract mediators to ensure compliance with applicable regulations and laws. 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 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 collaborate with upper management in establishing and implementing new programs and modifying existing programs. Ability to implement policy and procedures and ensure compliance with same by staff and contract workers. Ability to collaborate with senior management to develop short and long-range goals and objectives for the area of responsibility and to oversee implementation of same, making adjustments as needed. Ability to operate a personal computer and use software applications supported by the state court system.

Submit a current State of Florida application (found at Circuit5.org) and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Robin Hamel, Human Resources Manager
Office of the Trial Court Administrator
P.O. Box 7800
Tavares, FL 32778
(352) 253-1607
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 352-742-4221. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771

