

VACANCY ANNOUNCEMENT

FOURTEENTH JUDICIAL CIRCUIT



Position: Mediation Services Coordinator
Position #: 22010929
Salary: \$3,775.31 Monthly (\$45,303.72 Annually)
Location: Bay County

GENERAL DESCRIPTION

The essential function of this position 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, and performing related administrative functions, including reporting. The position works under general supervision of the Alternative Dispute Resolution Director.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Conducts mediations, facilitating discussion of issues between involved parties for court referred cases to facilitate resolution.
- ▶ Coordinates the day-to-day operations of the Small Claims mediation programs in Bay, Holmes, Jackson, and Washington counties and assists, as needed, in other counties.
- ▶ Maintains accurate record of files reviewed, cases mediated, mediation outcomes, fees collected and monies paid out to contractors. Responsible for reporting in the Uniform Data Reporting System.
- ▶ 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.

EDUCATION

Bachelor's degree in social work, law or a closely related field.

EXPERIENCE

Four years of related experience.

COMMENTS

- ▶ This position requires appropriate mediation certification, with preference given to applicants who are certified as a mediator or have the ability to be certified in either county or family mediation within 90 days of employment.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.
- ▶ The successful applicant will be subject to a criminal background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, gender, national origin, genetics, veteran's status, disability, or any other status protected under federal, state, or local law.

SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT OR STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

Robyn Gable
Court Administration
P.O. Box 1089
Panama City, FL 32402

Phone: (850) 747-5370
Website: www.jud14.flcourts.org
Email: HumanResources@jud14.flcourts.org

Closing Date:
April 23, 2021