

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Mediator-Circuit/Family

CLOSING DATE: December 4, 2009 @ 5:00 PM

WORK SCHEDULE: Monday through Friday

SALARY: \$3,775.31 Monthly
\$45,303.72 Annually

JOB LOCATION: Polk County Courthouse

OCCUPATION CODE NUMBER: 7620

PAY GRADE: 25

GENERAL DESCRIPTION

The essential function of the position within the organization is to conduct legal mediations. The position is responsible for conducting mediations and drafting settlement agreements for circuit/family court. The position works under general supervision of the Trial Court Administrator or other court manager, reporting major activities through periodic meetings.

ILLUSTRATIVE DUTIES:

NOTE: THE FOLLOWING DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

- Conducts dependency/family mediations, facilitating the discussion of legal issues between involved parties for court referred cases such as family and juvenile dependency to facilitate resolution; travels to court locations served by the Mediation Division as required.
- Reviews case files, confidential reports and other materials pertinent to cases.
- Prepares/drafts settlement agreements, mediator 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 to ensure comprehension of issues in dispute.
- Performs clerical tasks such as preparing and typing legal documents, faxing, telephoning, photocopying and basic use of the computer.
- 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.

KNOWLEDGE, ABILITIES AND SKILLS

- **Data Responsibility:** Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations. Directs others in major events and reports on activities and results.
- **People Responsibility:** Refers to individuals who have contact with or are influenced by the position. Negotiates, exchange ideas, information, and opinions with others to formulate policy and programs or arrives jointly at decisions, conclusions, or solutions.
- **Mathematical Requirements:** Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.
- **Communication Requirements:** Involves the ability to read, write, and speak. Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional personnel and clients with all levels of intellect.
- **Complexity of Work:** Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures. Performs work involving the application of principles of logical thinking and continuous exposure to pressure.
- **Safety of Others:** Refers to the responsibility for other people's safety and health of others, and knowledge of all aspects of domestic violence.

EDUCATION AND EXPERIENCE GUIDELINES

- **Education:** Bachelor's degree in social work, law or a closely related field.
- **Experience:** Five years of related experience.
- **Licenses, Certifications, and Registrations Required:** Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position. Requires Florida State Supreme Court Certification on both Family and Dependency Mediation. Bilingual in Spanish and English preferred.

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

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

Annette P. Wilkerson
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-7762
Fax: (863) 534-4699
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

