



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Mediation Services Coordinator

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22010895

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Exempt

Shift: Day

Salary: \$47,741.06

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/mediation-services-coordinator>

Position description

This is a non-advocate, professional, full-time position responsible for developing processes and procedures for the supervision of the Osceola County Alternative Dispute Resolution Program. This program provides court ordered litigants the opportunity to resolve their disputes. In this position you will be required to perform a variety of complex and specialized functions, including but not limited to, training and supervising staff, interns, and contract mediators; develop, plan, and coordinate continued education for mediators; collecting, processing, and reporting data; supervising the law school mentorship program and students; and ensuring compliance with all current statutes and policies, including developing and modification of pleadings in accordance with statutory provisions and rules of procedure. .

Bachelor's Degree from an accredited four-year college or university, with a major in sociology, communications, criminal justice, conflict resolution, or a related social science field, and one year of experience in a mediation program. Responsible experience working with a Family Court Program, Family Court Service, or related social service program may substitute for the recommended education on a year-for-year basis. The position will also be required to receive certification to conduct county, family, and dependency mediations.

Must have excellent verbal and written communication skills and the ability to remain neutral and interact successfully with diverse populations and age groups. Having knowledge of court procedures and terminology is preferred. Having work experience or general knowledge of the Florida court system is desired.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities