



## Ninth Judicial Circuit Court of Florida *Vacancy Announcement*

### Staff Mediator (OPS)

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 embrace teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who embrace innovation, new ideas and the opportunity to serve others while leading the way to the court tomorrow.

#### Position details

**Position #:** 00000000

**Closing date:** Open until filled

**Education:** Bachelor's Degree

**Type:** Full time

**FLSA:** Non-Exempt

**Shift:** Day

**Salary:** \$33,000/yr

**Location:** Orlando/Kissimmee, FL

**Relocation:** No Relocation

To apply [Staff Mediator \(OPS\) | Ninth Judicial Circuit Court of Florida \(ninthcircuit.org\)](http://ninthcircuit.org)

#### Position description

The Staff Mediator position will conduct in person and virtual court mediated mediations in both Orange and Osceola counties, as well as provide mediation services at virtual pre-trial conferences in Orange County. This position demands a significant level of experience in court mediation, as it will conduct court mediated mediations daily, facilitate the discussion of legal issues between involved parties for court-referred cases, as well as inform litigants about the mediation process prior to commencing court-referred mediation. The candidate will also prepare/draft settlement agreements, court orders, and mediator reports for each assigned case, refer agreements to all parties involved and manage execution of documents to all parties, both in person and electronically and complete closing paperwork and statistical data for assigned cases.

The ideal candidate for this position will be self-motivated with the ability to work closely with others, have excellent organizational and communication skills, and possess the ability to maintain confidentiality, as well as have the ability to deal with sensitive issues with diplomacy and discretion. Advanced understanding of computers, digital platforms, word processing, database software, and basic office skills is also required. Duties will include scheduling mediations, preparing orders, answering phones, and any other tasks assigned to the Director or Mediation Program Coordinator. This position may also require occasional travel within the jurisdiction between the Orange and Osceola Mediation Departments.

A Bachelor's Degree in public or business administration, criminal justice, psychology, sociology, pre-law, or a closely related social science field is required. Two years of related experience, including extensive experience in conducting mediations is also required. Relevant experience may substitute for required education on a year-for-year basis. Florida Supreme Court certification in court mediation required.

This position is part-time working 20 hours a week. OPS position through June 30, 2020 with the possibility of extension upon re-eval. Does not include benefits.

### **Equal opportunity employer**

The Pinellas Judicial District 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 (772) 333-3333 prior to the application deadline. If you are hearing or voice impaired, call (800) 368-7093.

### **Benefits**

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

- Flexible Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Cafeteria Spending Options
- Employee Assistance Support
- On-going Training and Career Opportunities