



## 15th Judicial Circuit Court (FL) Mediator, Family Court

<b>SALARY</b>	\$37,596.07 Annually	<b>LOCATION</b>	Main - 205 N. Dixie Hwy West Palm Beach, FL
<b>JOB TYPE</b>	Part-Time	<b>DEPARTMENT</b>	Court Administration
<b>OPENING DATE</b>	10/27/2023		

### SUMMARY

**Advertisement Updated 11/1/2023**

**\*\*\*30 HOURS PER WEEK\*\*\***

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

### ESSENTIAL DUTIES

- Conducts circuit/family court mediations, facilitating the discussion of legal issues between involved parties for court referred cases such as family and juvenile dependency, and as needed, county civil or small claims to facilitate resolution; travels to court locations served by the Mediation Division as required.
- Communicates with attorneys and parties involved in mediations by telephone to obtain additional information or to provide dates and times of mediations; communicates with judges and other court staff regarding cases, as appropriate.
- Reviews case files, confidential reports, and other materials pertinent to cases; informs litigants concerning the mediation process prior to commencement of mediation.
- Prepares/drafts settlement agreements, court orders, or impasse 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 such as contracts to ensure comprehension of issues in dispute.
- Mentors new mediators and may assist with work oversight of volunteer mediators and law students.
- Performs clerical tasks including, but not limited to, digitally preparing documents, submitting electronically; and if necessary faxing, telephoning, or photocopying.
- 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.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

### MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

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

Five years of related work experience.

Requires Florida Supreme Court certification in appropriate area of mediation (county, circuit, family, dependency, appellate).

*Relevant experience and/or education may substitute for the recommended minimum qualifications on a year-for-year basis.*

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Florida Court System; Court's Alternative Dispute Resolution program, specifically dependency and family court divisions.
- Court policies and procedures; pertinent laws, rules and goals.
- Processes and techniques of resolving disputes; analyze information and make sound decisions.
- Knowledge of the rules of English grammar, spelling and punctuation.
- Ability to accurately determine child support calculation.
- Proficient in Microsoft Word, Outlook and Excel.
- Ability to prioritize work and communicate effectively verbally and in writing.

#### **ADDITIONAL INFORMATION**

**NOTICE:** Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any class of people.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**

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#### **Agency**

15th Judicial Circuit Court (FL)

#### **Address**

205 N. Dixie Highway

West Palm Beach, Florida, 33401

#### **Website**

<https://www.15thcircuit.com/>

### **Mediator, Family Court Supplemental Questionnaire**

#### **\*QUESTION 1**

**Do you possess a Florida Supreme Court certification in Mediation?**

- Yes
- No

\* Required Question