



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

<u>DATE:</u>	May 10, 2018	<u>CLOSING DATE:</u>	Open Until Filled
<u>WORKING TITLE:</u>	Mediation Services Coordinator	<u>CLASSIFICATION TITLE:</u>	Same
<u>POSITION NUMBER:</u>	#10930 (1.00 FTE / 40 hrs a wk)	<u>JOB LOCATION:</u>	Viera
<u>STARTING SALARY:</u>	\$3,775.31/monthly	<u>FUNDING SOURCE:</u>	State of Florida

SUMMARY OF POSITION:

The essential functions of this position are to mediate court cases and administer court mediation programs. Responsibilities include, but are not limited to: conducting family mediations in Viera (facilitating the discussion of issues between involved parties for court referred domestic relations cases such as dissolutions, paternity, and modifications; assisting in drafting settlement agreements, if applicable, and completing conference reports to be filed on behalf of the court); assisting in small claims court; Handling special assignments as needed, such as: coordinating and administering court mediation services relating to revenue collection; conducting research and serving as liaison/information resource; scheduling and supervising volunteers as needed; assisting with continuing mediation programs for volunteer mediators; serving as liaison/information resource; reviewing files referred to mediation; and performing related administrative functions, including reporting.

EDUCATION & EXPERIENCE GUIDELINES:

Bachelor's degree **required** in public or business administration, criminal justice, psychology, sociology, social work, law or a closely related field. Four years of related experience.

Mediation Certification **required** (Florida Supreme Court Family Certification). County mediation certification desirable.

KNOWLEDGE, SKILLS, & ABILITIES:

Familiarity with applicable state statutes, rules, regulations, administrative orders, and court procedures for family, county civil, and small claims mediations. Ability to interpret, explain, and apply regulations, court rules, and policies and procedures. Maintain current knowledge of changes in procedures regarding assigned court. Knowledge of the organization, operation, function, and jurisdiction of the court of assignment. Knowledge of the Florida State Courts Systems and legal terminology. Knowledge of the principles and methods of and ability to conduct research. Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people. Must have proficiency in the basic computer skills (Windows environment) and Microsoft Office (Word, Excel, PowerPoint and Outlook). Ability to maintain effective working relationships with the Judiciary, court personnel, Clerk of Court personnel, outside agencies, legal professionals, and the public. Ability to work effectively (with courtesy, tact and patience) with individuals who are under stress. Ability to conduct basic financial and bookkeeping functions. Ability to understand and follow oral and written instructions. Ability to handle sensitive matters with integrity and confidentiality. Ability to understand procedures, follow directions, utilize sound judgment and take initiative. Ability to work with minimal supervision and recognize and establish work priorities. Organizational and multi-tasking proficiency a must. Ability to work in a fast-paced environment under tight deadlines.

WORKING TITLE: Mediation Services Coordinator CLASSIFICATION TITLE: Med Svcs Coord

POSITION NUMBER: #10930 (1.00 FTE / 40 hrs a wk) CLOSING DATE: Open Until Filled

DESIRABLE
KNOWLEDGE &
QUALIFICATIONS:

Direct working knowledge of the family mediation process and familiarity with the county civil mediation process, specifically the small claims process. Experience with the Clerk of Court's Public Records System. Familiarity with mediation rules, regulations, court rules, policies and procedures, legal documents, and legal factors pertaining to mediation is preferred.

APPLICATION
PROCEDURE AND
CLOSING DATE:

In order to be considered, a **current and fully completed** State of Florida application must be received by Court Administration in a timely manner due to the "open until filled" status. This means that the vacancy does not have a closing date and that applications will be reviewed until the position is filled. Resumes may be attached as supplemental documentation **only** and will not be accepted without a current and fully completed State of Florida application. Submit to:

Harry T. & Harriette V. Moore Justice Center - Court Administration
2825 Judge Fran Jamieson Way
Viera, Florida 32940, (321) 633-2171, ext. 2

BACKGROUND
CHECK:

The successful applicant will be subject to a criminal background and reference check.

COURT WEBSITE:

http://flcourts18.org/?page_id=740

EEO

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171, #3, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

BACKGROUND CHECK

Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-VERIFY

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free work place. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT

Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.