



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

<u>DATE:</u>	September 15, 2022	<u>CLOSING DATE:</u>	September 30, 2022
<u>CLASS TITLE:</u>	Court Program Specialist III	<u>WORKING TITLE:</u>	Family Staff Mediator
<u>POSITION # & FTE:</u>	#10806/ 1.00 (Full-Time)	<u>OFFICE LOCATION:</u>	Sanford, Florida
<u>STARTING SALARY:</u>	\$3,624.00 / monthly \$43,487.97 / yearly	<u>FUNDING SOURCE:</u>	STATE OF FLORIDA

SUMMARY OF POSITION RESPONSIBILITIES

This is a professional position working within the division of the Seminole County Mediation Program in conducting and processing mediations within the Family Division and County Court Division. The position is responsible for managing and monitoring the Online Dispute Resolution for County Court Mediations. The position is responsible for planning, training, managing programs of responsibility, ensuring policy compliance, performing relating administrative and clerical functions, including reporting. Duties performed require considerable judgment, analysis, maturity, and initiative to make decisions, obtain information and resolve issues. Working relationships are established with the judiciary, court personnel, clerk of court staff, legal community, and public. Work is performed under the supervision of the Trial Court Administrator and is reviewed through reports, conferences and results achieved. Perform other duties and projects as assigned by supervisor.

EDUCATION AND EXPERIENCE/TRAINING GUIDELINES

Bachelor's degree in legal studies, paralegal, business administration, business management, social work, or a closely related field. *Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.* Four years of related work experience. *Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.* Certification as a family mediator in accordance with section 10.100 and 10.110, Florida Rules for Certified and Court-Appointed Mediators.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Knowledge of the concepts and goals of mediation and conflict resolution process.
- Demonstrated proficiency utilizing Microsoft Windows and Office products, specifically Outlook, Word, Excel, and Teams.
- Experience in the interpretation and application of Florida Statutes, court rules and policies and procedures related to the jurisdiction of the Trial Courts.
- Ability to efficiently organize, multi-task and prioritize work, and meet deadlines, and an excellent attention to detail.
- Ability to communicate ideas clearly, concisely, and logically, both orally and in writing with a diverse group of people.
- Ability to exercise high degree of judgment, analysis, initiative, discretion, and diplomacy as well as maintain confidentiality.
- Direct working knowledge of the Clerk's Public Records System and must be proficient with E-Filing.

DESIRABLE
QUALIFICATIONS

Preference will be given to applicants who have previous knowledge and experience in family mediations, as well as a familiarity with standard concepts, practices, and procedures within the civil courts. Proficient working knowledge of ICMS and E-Filing.

PHYSICAL DEMANDS

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.

WORKING CONDITIONS

Work to be conducted in a structured environment with repetitive tasks that require high degree of accuracy. The employee is continuously required to engage in face-to-face contact with others in a courthouse setting. Position requires selected individual to be dependable and punctual.

APPLICATION
PROCEDURES AND
CLOSING DATE

In order to be considered for this position, a current and complete State of Florida application is required ([https://flcourts18.org/docs/cir/State of Florida Application.pdf](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)) and must be received by Court Administration **no later than 5:00 p.m. on Friday, September 30, 2022**. Please note, applications need to be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

Please submit application (and supporting documentation) electronically: [Click Here to Apply](#)

Resumes may be attached as supplemental documentation **only** and will **not** be accepted as stand-alone documents. Any submission for this position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration. Applications received **after** the advertised deadline date and time will **not** be considered for this recruitment.

Individuals selected to be interviewed will be contacted by this office **no later than October 7, 2022**. If you have not been contacted by this date, you were not chosen to be interviewed and therefore, will receive no further communication from this office. Please be assured that your application received our full attention.

COURT WEBSITE AND
CONTACT INFORMATION

[Employment Opportunities – Eighteenth Judicial Circuit Courts \(flcourts18.org\)](https://flcourts18.org)

Human Resources: (407) 665-4930 for Seminole positions.

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 407-665-4227, 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.

PUBLIC RECORDS

All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

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.