



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Mediator-Circuit/Family
(\$50,128.09/Annually)
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

Position Description:

The Family Mediator position requires basic knowledge of the legal system, family court processes and procedures, family law, and Family Law Rules of Civil Procedure. The Family Mediator is primarily responsible for conducting family mediations and drafting settlement agreements. This position requires the ability to work very independently and requires excellent communication skills. *Florida Supreme Court Family Mediation Certification is required.*

The Mediator works under general supervision of the Alternative Dispute Resolution Director and cooperates with the Mediation Services Coordinator to promote departmental programs, such as participation in outreach, trainings, the Family Law Advisory Group, and other duties as assigned. This position requires willingness to travel to locations throughout the 10th Judicial Circuit to conduct mediations and other duties as assigned.

Additional duties include tracking and periodically reviewing statistics, and maintaining open communication throughout the year about the success and utilization of the family mediation program. Employee must establish and maintain relationships with judges, court personnel, local attorneys, Child Support Enforcement, other service providers, the Clerk's Office, contractual and volunteer mediators, etc.

In addition to the ability to use basic office equipment, this position calls for strong computer skills, proficient typing skills, the ability to use computer applications, and the ability to learn and use new program software.

Essential Duties

Conduct family mediations, facilitating the discussion of legal issues between involved parties for court referred family division cases dealing with issues such as parental responsibility, time-sharing, equitable distribution, child support, alimony, relocation, etc., and inform litigants about the mediation process prior to commencement of every mediation.

Prepare/draft settlement agreements, court orders or impasse reports on all cases mediated; review agreements with all parties involved and manage execution of agreements by parties.

Prepare for mediation, review case files, pleadings and other documents pertinent to cases.

Complete closing paperwork and statistical records/reports.

Administrative Functions- participate in and attend trainings, meetings, assist with projects pertaining to the county/family division or mediation. Seek to self-educate about changes in family law and the rules of procedure.

EDUCATION AND EXPERIENCE GUIDELINES

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

Experience: Five years of related experience.

Licenses, Certifications, and Registrations Required: Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position. Requires Florida State Supreme Court Certification in Family Mediation and willing to get certified in Dependency Mediation. Bilingual in Spanish and English preferred not required.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.