

**Florida State Courts System
Class Specification**

Class Title: Mediator-Circuit/Family

Class Code: 7620

Pay Grade 25

General Description

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

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Conducts circuit/family mediations, facilitating the discussion of legal issues between involved parties for court referred cases such as family and juvenile dependency, insurance subrogation, personal injury, commercial evictions 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.

Reviews case files, confidential reports and other materials pertinent to cases, and informs litigants concerning the mediation process prior to commencement of every 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.

Performs clerical tasks such as preparing and typing legal documents, 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.

Timeliness and attendance are essential functions of this position.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Negotiates, exchanges ideas, information, and opinions with others to formulate policy and programs or arrives jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional personnel.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures

Performs work involving the application of principles of logical thinking and continuous exposure to pressure

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others.

Education and Experience Guidelines**Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis

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

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory 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 appropriate Family Mediator certification