

**GILA COUNTY SUPERIOR COURT
COURT ADMINISTRATION
JOB ANNOUNCEMENT**

1400 E. ASH STREET, GLOBE, AZ 85501
POSITION POSTED: March 19, 2014

DEPARTMENT: **SUPERIOR COURT** POSITION: **CONCILIATION SERVICES MEDIATOR**
LOCATION: **GLOBE/PAYSON** JOB CODE: **2014-007**
CLOSING DATE: **APRIL 9, 2014** ANNUAL SALARY: **\$89,100**

NATURE OF WORK:

Performs professional work of considerable difficulty providing mediation for Conciliation Services at the direction of the Superior Court; performs other services as assigned or required. This is a Working/Journey position that works well under the supervision of the Conciliation Services Director. Positions at this level are assigned a broad range of duties in the occupation. The employee uses judgment in selecting appropriate guidelines and in applying general policies and procedures. Significant deviations from established work processes require prior approval. The work produced and decisions made affect non-routine operations of the work unit. The employee applies knowledge to diversified subject matter, requiring some judgment in applying established procedures and guidelines.

DUTIES AND RESPONSIBILITIES:

- Provides mediation for civil cases referred by Payson and Globe Justice Courts (notices provided by the Courts)
- Provides family law mediation on all divorces and legal separations with minor children; grandparent rights; termination of parental rights; paternity cases, and other cases involving minor children as referred by the Court. **Mediator prepares Notices and mails scheduling conferences.**
- Keeps current in Family Law practice and mediation principles.
- Teaches Parenting classes (twice monthly each) in Payson and Globe pursuant to Arizona law and requirements (including scheduling classes, preparation of hand-outs and certificates of attendance.)
- Conducts Conciliation conferences and reports to Court
- Conducts Dependency pre-hearing conferences, pretrial mediations, and permanency mediations.
- Provides service within time constraints defined by statute and policy.
- Refers client to appropriate community agencies.
- Provides child support mediation in *pro per* cases when referred by the Court.
- Prepares reports and keeps records.
- Prepares written agreements in accordance with program policy.
- Work with Presiding Judge and Courts to develop early resolution program for Family Law matters – in progress
- Continue working in developing new policies and programs in the above areas.
- Mediator is responsible for his/her expenses in all areas except mailing notices in Justice Court matters (example: secretarial, postage, travel, class materials, etc.)

EMPLOYMENT STANDARDS:

Graduation from an accredited school of law. Knowledge, skills, and abilities listed below may be acquired through different types of education, training, and experience.

Job Title: CONCILIATION SERVICES MEDIATOR

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of: Family Law, practice of professional ethics in mediation, and court processes, procedures, and operations.

Ability to: Work with minimal supervision, establish and maintain effective working relationships with employees, other agencies, and the public. Communicate effectively verbally and in writing and follow written and verbal instructions.

Skill to: Rapidly assess situations and relationships.

PREFERRED QUALIFICATIONS:

Considerable knowledge of court processes, procedures, and operations; and State laws, rules, and regulations. Knowledge of alternative dispute resolution and mediation techniques. General familiarity with family law a plus.

LICENSES AND CERTIFICATES:

Law Degree

Mediation Training

Liability insurance naming the County as co-insured

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.