



TWELFTH JUDICIAL CIRCUIT CAREER OPPORTUNITY

Mediation Services Coordinator

Sarasota, Manatee and De Soto Counties

State of Florida Position Number: 10928

Monthly salary (non-negotiable): \$45,303.72 (\$3,775.31/month)

Benefits include membership in the Florida Retirement System and a generous contribution by the State to health insurance premiums

**Position available immediately. Applications will be reviewed as they are received.
Interested candidates are encouraged to apply early.**

The Twelfth Judicial Circuit is seeking a Mediation Services Coordinator (MSC) to conduct family and dependency mediations and oversee the court's Citizen Dispute Settlement Programs in Manatee and Sarasota Counties, which includes working directly with program directors to ensure effective operation of the pre-filing and county civil mediation programs. The MSC reports directly to the circuit's Alternative Dispute Resolution (ADR) Director.

The ideal candidate will be a Florida Supreme Court certified mediator with supervisory experience.

Examples of work performed:

- Conducts family and dependency mediations, facilitating the discussion of legal issues between involved parties for court referred cases and informs litigants about 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;
- Reviews case files, pleadings and other documents pertinent to cases;
- Works with ADR Director and mediation staff to establish and maintain procedures pertaining to volunteer mediators, such as volunteer rights and obligations, program procedures, standards of conduct, criteria for performance review and renewal, etc.
- Coordinates and/or conducts CME trainings for volunteer mediators;
- Reviews applications, approves, oversees, monitors participation, tracks re-certification and acts as the court liaison for volunteer mediators;
- Markets and exposes the Citizen Dispute Settlement and Family Pre-filing programs to the public, which includes public speaking and actively seeking out and providing program information to possible referral sources.

Qualifications:

- Bachelor's degree in social work, law or a closely related field. A juris doctorate or master's degree is preferred.
- Four years of related experience, including extensive experience in conducting mediations.
- Requires Florida Supreme Court certification in Family. Dependency certification is preferred and the incumbent will be required to obtain Dependency certification within six months of hire.

Apply

Email (preferred), fax or mail resume, cover letter, copy of mediation certifications and completed [State of Florida Employment Application](#) to **Human Resources Manager**, Court Administration, P. O. Box 48927, Sarasota, FL 34230; fax (941) 861-7904; email HR@jud12.flcourts.org.

The successful applicant will be subject to a Criminal Background Check. The Florida State Courts System is a criminal justice agency.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability. If you need an accommodation in order to participate in the application or selection process, please call 941-861-7811.

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 System serve at the pleasure of the appointing authority and do not attain tenure rights.