

MEDIATOR – COUNTY 7625

Distinguishing Characteristics of Work

This is highly responsible work mediating cases referred by the county court. The Mediator-County advises parties of the mediation process, assists parties in resolving disputes, and prepares settlement agreements for review by the county court and incorporation into orders, as appropriate. The Mediator-County is also responsible for maintaining required statistical data. Working relationships are established with judges, court personnel, attorneys, and the general public. The Mediator-County exercises independent judgment and works under the supervision of a Mediation Services Coordinator or Dispute Resolution Director.

Education and Training Guidelines

Bachelor's degree from an accredited four year college or university with a major in communication, social work, mental health, sociology, psychology, or a related social or behavioral science, and one year of experience in court administration.

Responsible full-time experience as a certified or court-appointed mediator may substitute for the bachelor's degree on a year for year basis.

Certification as a mediator in accordance with sections 10.100 and 10.110, Florida Rules for Certified and Court-Appointed Mediators may substitute for one year of the recommended experience in court administration.

Knowledge, Skills, and Abilities

Knowledge of the operations of the Florida State Courts System. Knowledge of the Standards of Professional Conduct for certified and court-appointed mediators. Knowledge of the concepts and goals of mediation, conflict resolution theories, techniques and negotiation processes. Knowledge of problem solving techniques and social and behavioral psychology, including group dynamics and interaction. Ability to communicate clearly and concisely orally and in writing. Ability to prepare and maintain confidential case records. Ability to discern facts of situations, enhance communication, maintain an objective viewpoint, and facilitate negotiation and resolution by offering non-judgmental alternatives to parties in dispute who may be in emotional situations. Ability to operate a personal computer and use software applications supported by the State Courts System. Ability to establish and maintain effective working relationships with others. Knowledge of and ability to apply methods of data collection and analysis. Ability to work independently and establish work priorities.

Effective: March, 2007