



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

JOB OPPORTUNITY

FULL-TIME POSITION

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|---------------------------------|-----------------------------------|
| POSITION TITLE: Family Mediator | POSITION LOCATION: Alachua County |
| POSITION #: 10126 | SALARY: \$45,303/annually |

GENERAL DESCRIPTION

The essential function of the position within the organization is to conduct family mediations and other mediations in multiple court annexed ADR programs. The position works under the general supervision of the ADR Director. This position is based in Alachua County but may require travel throughout the six counties of the Eighth Judicial Circuit.

KNOWLEDGE, SKILLS, ABILITIES

Must have exceptional communication skills, with the aptitude to write clearly and concisely, as well as communicate concepts orally with quick resolution to pending issues. Able to conduct mediations, facilitating discussion of issues between involved parties for court referred cases to assist in resolutions. Capable of preparing/drafting settlement agreements, court orders or impasse reports on all cases mediated; review agreements with all parties involved and manage execution of agreements by parties. Ability to decipher legal documents such as contracts to ensure comprehension of issues in dispute. Considerable knowledge of family law rules, statutes and procedures; conflict resolution and other problem-solving theories for people in conflict. Review case files, confidential reports and other materials pertinent to cases, and informs litigants concerning the mediation process prior to commencement of every mediation. Complete closing paperwork and statistical records/reports for mediation cases, as well as perform clerical tasks such as preparing legal documents.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university and certification as a Family Mediator and five years of related experience. J.D. preferred.

SALARY AND BENEFITS

Salary is \$45,303/annually. This is a state-funded position with State of Florida retirement benefits.

APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter, resume and proof of certification as a Family Mediator are required. Application packet must be received by 2:00 p.m. on June 9, 2017.

Please submit these documents via email to employment@circuit8.org, or via mail to Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.