

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Mediator, Lead
Job Code: 8560
Pay Grade: 57
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provide alternative dispute resolution (ADR) services to family members, legal parties and others involved in Juvenile Court cases, primarily dependency and private severance actions. Provides leadership, work guidance, daily oversight of employee attendance in the unit, and responds to requests and issues directed to the provision of ADR services.

ESSENTIAL FUNCTIONS:

- Monitors the assignment of cases referred for ADR services to ensure a balanced work load for the mediators and the support staff while at the same time meeting the needs of the Court.
- Oversees the tracking of ADR sessions as performed by the support staff.
- Conducts ADR sessions with a sensitivity to family dynamics and individuals with diverse backgrounds.
- Facilitates settlement conferences for Juvenile Court, pursuant to Rule 53 B, Rules of Procedure. Prepares orders for the Court's review and makes any subsequently needed changes to the court's calendar using the Juvenile On-Line Tracking System (JOLTS) based on the outcome of facilitated settlement conferences.
- Collaborates with Child Protective Service case managers, community and contracted treatment providers to design and implement effective programs affecting child welfare cases with a focus on ADR-related processes.
- Represents the Mediation Unit on the Model Court Working Committee.
- Serves as an informational resource for the court and community agencies on the use of mediation and settlement conferences in of juvenile court cases.
- Maintains accurate data and files for all ADR referrals and successfully completed sessions.
- Provides training to support staff, court staff, and other interested parties on the ADR procedures and protocols utilized by the court.
- Coordinates community outreach programs to educate and create an awareness of the role of mediation and other ADR processes in the judicial process for juvenile court dependency cases.
- Creates regular reports on the status of ADR utilization and caseloads to forward to the division director.
- Collects data on work activity for the unit and creates reports to forward to the division director.
- Attends division staff meetings on behalf of the mediation unit and participates in the

goal setting and strategic planning for the division.

- Provides work direction to the other mediators, support staff, responds to work related questions, provides some feedback to work performance, reviews, initials and forwards employee timesheets to the division director.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May assist the court with pre-hearing conferences.
- Provides training to unit staff on new or changed procedures and regulatory changes.
- Performs other duties and related projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have some knowledge of the dynamics of conflict and conflict resolution.
- Must have some knowledge of juvenile court structure and protocol.
- Must have skills in mediation techniques and conflict resolution in small and large groups
- Must have knowledge and skills with the operation of a desktop computer and Microsoft Office Software, such as Outlook, Word, and Excel.
- Must have the ability to communicate effectively with a diversity of people, to coworkers, judges, attorneys, clients, community agencies/providers, and the general public.

MINIMUM REQUIREMENTS:

A Masters Degree in counseling, social sciences, or a related field and one year of related work experience such as child welfare, social sciences, probation, drug treatment, and/or other relevant court work experience. Or, a Bachelor’s Degree in social sciences or a related field from an accredited college or university, and three years related work experience such as child welfare, social sciences, probation, drug treatment, and/or other relevant court work experience.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift up to 20 pounds.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Child and Family Services. This position performs duties under general supervision and has no supervisory responsibilities, but has lead responsibilities for work performed in the mediation unit.

Date: 08/01/02
Revised: 11/22/04; 08/01/05; 10/04/06; 06/18/10

Approved by: _____ Date _____
 Hiring Authority

_____ Date _____
 Director, Human Resources