

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Counselor/Mediator  
**Job Code:** 8757  
**Pay Grade:** 57  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

This classification provides professional level counseling and family law alternative dispute resolution services including custody/parenting time mediation, evaluation and parent coordination and parent education to Conciliation Court clients and Pima County residents.

### **ESSENTIAL FUNCTIONS:**

- Coordinates and provides custody/parenting time mediation to parents as referred by the Courts and prepares written custody and parenting time agreements.
- Facilitates and conducts mandatory parent education groups to divorcing and never-married parents.
- Coordinates and conducts custody and parenting time evaluations and parenting coordination services to families as referred by the Court and prepares written summaries and reports.
- Conducts court-ordered conciliation counseling, marriage and divorce adjustment counseling to individuals and couples.
- Conducts interviews with children independently or in the presence of Judges to elicit information regarding children's wishes, concerns, or needs.
- Conducts screenings and clinical interviews to gather information.
- Observes and evaluates social interplay between family members, makes assessments of home environments and family dynamics and prepares recommendations for child custody and/or parenting time.
- Reviews psychological reports, legal, school, civil, counseling and law enforcement records and prepares reports summarizing findings.
- Testifies in family law court proceedings.
- Initiates appropriate referrals to community resources and social service agencies.
- Delivers educational presentations to parents, schools, agencies, community groups and conferences on topics related to marriage, divorce, and child custody issues.
- Evaluates client services through development and implementation of surveys, questionnaires, and other appropriate research tools.
- Maintains records and prepares reports.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Prepares case summaries and comprehensive reports and makes written recommendations to the Court.
- Serves as consultant to Judges and legal counsel relative to psychological impact of divorce.
- Participates in department meetings to discuss issues that require the court's attention.
- Performs related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of techniques and practices of marriage/family counseling, mediation, crisis intervention and custody evaluations.
- Must have knowledge of the dynamics of divorce and its impact on families.
- Must have knowledge of the dynamics of domestic violence and its impact on children and families.
- Must have knowledge of child development theory.
- Must have some knowledge of community resources and social service agencies.
- Must have skills interviewing, investigating, and counseling individuals, families and couples regarding marriage, divorce and child custody issues.
- Must have skills to make quick and effective decisions regarding diagnosis, assessment, and intervention, and responding effectively in high conflict situations.
- Must have skills to establish rapport with children and adults, and conduct competent and sensitive multi-cultural counseling.
- Must have the ability to communicate effectively orally and in writing.

**MINIMUM REQUIREMENTS:**

A Master's degree from an accredited college or university with a major in behavioral science or social science field, or a closely related field and two years of post graduate direct service experience in couples, marriage, divorce or family counseling. Or, any equivalent amount of mediation, counseling or evaluation experience, training, and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Preference may be given to those who hold a current license by the Arizona Board of Behavioral Health Examiners or by the Arizona Board of Psychologist Examiners. A valid Arizona driver's license is required at the time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. May be required to travel to clients' residences and perform home assessments and inspections if necessary.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Supervisor, Clinical Services, of Conciliation Court. The incumbent performs duties under limited supervision and has no supervisory responsibilities.

Date: 09/01/93  
Revised: 4/95, 1/96, 4/27/98, 12/27/00, 06/28/04,  
01/18/05; 06/01/06; 10/21/09