

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Mediator
Job Code: 8759
Pay Grade: 57
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

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

ESSENTIAL FUNCTIONS:

- Coordinates and provides mediation to parents, grandparents and guardians, either in face-to-face sessions or telephonically, as referred by the courts and prepares written legal custody and parenting time agreements.
- Coordinates and provides parenting coordination services to families as referred by the Court and prepares written summaries and reports.
- Conducts screenings and clinical interviews to gather information
- Reviews psychological reports, legal, school, civil, counseling and law enforcement records and prepares reports summarizing findings.
- Observes and evaluates social interplay between members of the family, makes assessments of home environments and family dynamics and prepares recommendations and reports to the court.
- Initiates appropriate referrals to community resources and social service agencies.
- Reviews psychological reports, legal, school, civil, and community records as needed in the mediation and/or parenting coordinator process.
- Conducts interviews with children, as needed, to elicit information regarding children's wishes, concerns, or needs.
- Facilitates and conducts mandatory parent education groups to divorcing and never-married parents.
- 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 child custody and/or parenting time agreements reached by parents in voluntary or court ordered cases and completes all screening, intake and closing paperwork for case files.
- Participates in department meetings to discuss issues that require the court's attention.
- Performs other related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of techniques, practices and current standards of mediation.
- Must have knowledge of Arizona statutes and rules of court governing the practice of mediation, legal custody and parenting time.
- Must have knowledge of the dynamics of divorce and its impact on the family, signs, symptoms and treatment of domestic violence, normal and abnormal child development, community resources, and available social services 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, conduct competent and sensitive multi-cultural mediation, and have the ability to lead groups.
- Must have the ability to document discussions accurately and prepare written reports.
- Must have the ability to communicate effectively with a conciliation court employees, judges, judicial staff, clients, attorneys, and community agencies.

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 direct service experience in couples, marriage, divorce or family counseling, or a law degree with two years of experience in the field of family law, collaborative law or divorce mediation and alternative dispute resolution strategies. Or, any equivalent amount of experience, training, and/or education approved by Human Resources.

Preference: Preference will be given to candidates who can read, write, and speak Spanish and English.

LICENSES AND CERTIFICATES:

Preference may be given to individuals who are licensed by the Arizona Board of Behavioral Health Examiners, or a member of the Arizona Bar, or admitted to practice in the area of family law in another state.

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 Director, Conciliation Court. This position 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, 02/11/08