



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Mediation Services Coordinator

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22010895

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

Certification: N/A

FLSA: Exempt

Shift: Day

Salary: \$24.82HR/\$51,631.92Annual

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/mediation-services-coordinator>

Position description

This is a professional, full-time position responsible for developing processes and procedures for the operation of the Osceola County Alternative Dispute Resolution Program. The position is responsible to perform a variety of complex and specialized functions, including but not limited to directing and supervising staff, training, assigning and evaluating work. Supervises, schedules, and assigns contract mediators for program mediations. Assist in developing and coordinating continued education for mediators; collecting, processing, and reporting data; supervising law school mentorship programs and students; and ensuring compliance with all current statutes and policies, including the development and modification of pleadings in accordance with statutory provisions and rules of procedure. This position will work under the supervision of the ADR Director.

The ideal candidate will enjoy providing customer service, have excellent communication skills and will be self-motivated. The ideal candidate will also be able to work closely with coworkers, other court personnel, the judiciary and legal community. Will be detail oriented and have a proven ability to adhere to strict confidentiality in the workplace. Knowledge of court systems is a plus. A Bachelor's degree in social work, law, conflict resolution or a closely related field required. Four years of related work experience, including two years of supervisory experience. Additional relevant experience may substitute for the recommended education level on a year-for-year basis. The position requires Florida Supreme Court certification in a minimum of one area of mediation.

Periodic local travel will be required between Orange and Osceola counties.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities