Family Court Mediator

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE JEFFERSON COUNTY CLERK OF COURTS

The Jefferson County Clerk of Court- Family Court Services seeks an individual to primarily facilitate, provide and conduct mediation of family court disputes concerning legal and physical custody of children.

WHAT YOU WILL DO

The purpose of this position is to facilitate, provide and conduct mediation of family court disputes concerning legal and physical custody of children and other mediation duties as appropriate.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Reviews intake questionnaires to prepare for mediation and to assist parties who are seeking waiver of mediation for statutory causes, such as domestic or child abuse, AODA problems, and other mental, emotional, or behavioral health problems making mediation unsafe or impractical.
- Promptly reviews incoming orders for mediation and issues scheduling directives to commence mediation timely.
- Conducts mandatory, initial session of orientation to mediation to prepare, encourage, influence and equip parents to participate in the (voluntary) substantive mediation of their parenting disputes as an alternative to court proceedings.
- Facilitates and guides sensitive discussions to engage the parties in a joint effort to discover and develop mutually acceptable means of solving problems in a manner that validates each party's legitimate interests and concerns to elevate the child's immediate and ongoing developmental needs.
- Determines suspension of mediation pending one or both party's participation in mental or emotional health care and termination of mediation upon information of observations that the parties or issues, or both, are not appropriate for mediation and requires prompt court hearing.

Required Qualifications:

- Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Qualifications:

- Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience equivalent combination of education and experience.

Wage & Benefits

We pay $31.45 - $35.06/ hour based on candidate's successful experience and qualification.

Benefit Highlights

Paid Vacation Health Insurance* Health insurance Opt Out Plan * Dental & Vision Insurance*
* Life Insurance* Wisconsin Retirement System* Health Savings Account* Deferred Compensation Program*
Long Term Disability Short Term Disability*Accident Insurance*

2026 Gold Certified Family Friendly Workplace

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer