Jefferson County
Position Description

Name: **Department:** Clerk of Courts

Position Title: Family Court Mediator **Pay Grade:** 8 **FLSA:** Non-exempt

Date: June 2018 **Reports To:** Court Commissioner/FCS Manager

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Purpose of Position

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.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews Intake Questionnaires to prepare for mediation and to assist parties who are seeking waiver of mediation for statutory cause, 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 or observations that the parties or issues, or both, are not appropriate for mediation and requires prompt court hearing.
- Drafts the Mediated Parenting Agreement (MPA) consistent with child custody substantive and procedural legal requirements and principles for approval of and adoption by the court as an Order.
- Prepares and files a timely Case Status Report alerting the court to the termination of mediation and the issues needing trial or immediate hearing when the mediation process is not successful, or results in only a partial agreement.
- Provides educational programs and classes under sec. 767.401(1) Wis. Stats and 767.401(2), Wis. Stats. concerning the effects on children of dissolution of marriage, or the absence of or dissolution of non-marital family relationships.
- Maintains record keeping, participates in budget planning, forms development, policy and program development; prepares program analysis reports and directs staff in compilation of data reports as requested by court or Clerk of Courts.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.

- Performs all other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Conducts limited financial (child support) mediation when child support is directly related to and affects the physical placement and/or legal custody issue, provided the parties or lawyers agree on the clients' behalf.
- Conducts mediation of legal custody, physical placement, visitation and guardianship issues upon referral from the courts having jurisdiction of those matters.

Minimum Training and Experience Required to Perform Essential Job Functions

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 Training and Experience Required to Perform Essential Job Functions

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

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictable carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government legal structure and interrelationships between governmental units.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to the delivery of individuals in the court system, including record retention and privacy issues.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of psychological and psychiatric diagnostic categories and family court processes.
- Knowledge of rules and regulations concerning what information may be provided, and how information is to be entered into the system.
- Skill in analytical, verbal and written communication.
- Skill in prioritizing workload, developing action plans, and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____