

Jefferson County Position Description

Name:		Department:	Clerk of Court
Position Title:	Family Court Mediator	Pay Grade:	7
		FLSA:	Non-Exempt
Date:	October 2015	Reports To:	Family Court Commissioner

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 parties 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.
- Maintains dependable attendance.

- 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

Bachelor’s degree in Social Work, Psychology, Family and Child Counseling or related professional, completion of a 40-hour basic child custody mediation training program and at least two advanced mediation training program with a minimum of 3-years professional experience involving parenting relationships, parent-child relationships and dynamics or equivalent required. Master’s level and substantial mediation experience and legal/family social services and/or mental health services experience related to family and/or juvenile court highly beneficial.

Other Requirements:

Mental: Exercises judgment as to any special security arrangements needed.

Work Environment: Possible exposure to physical and verbal abuse.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date