

LINN COUNTY CLASSIFICATION

TITLE: MEDIATION COORDINATOR

NUMBER: 011

APPROVAL ORDER NUMBER 2021-368

PAY RANGE: 10

DATE: OCTOBER 26, 2021

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinate and monitor the operation of the Linn County Domestic Relations Mediation Program.

SUPERVISION RECEIVED: Works under the general supervision of the Trial Court Administrator and the Linn County Domestic Relations Mediation Commission regarding work assignments and priorities. Works under the general supervision of the Linn County Administrative Officer for the purposes of personnel and pay matters.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Review Domestic Relations Court cases to determine eligibility for mediation. When it is determined that a case is eligible, prepare a Court Notice to the parents indicating when they are scheduled to attend a mediation orientation.
2. Arrange for video and other equipment as needed for online orientation sessions through Webex Meetings. Monitor the attendees in the orientation sessions to assure that each person receiving a notice is present for the mediation session. If not, present, follow up and reschedule appearance.
3. Coordinate case assignment and case follow-up with the panel of mediators. Receive various intake information from case file and/or the parties.
4. Correspond with parties and attorneys through email and by telephone; maintain proper etiquette while corresponding through mediation coordinator email.
5. Monitor the timelines of the events associated with the mediation process. Organize and maintain a record-file system for work associated with the project.
6. Process the payments for mediator services, as well as, court-certified translators when necessary.
7. Develop a method for the evaluation of the mediation program. Collect statistical data (quantitative and qualitative) and prepare reports as needed. As directed, review other programs, prepare reports and make recommendations to the Commission.

8. Schedule and prepare agenda items for quarterly Mediation Commission meetings; present statistical reports to the Commission and record meeting minutes.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office and mediation procedures as required by the position. Considerable knowledge of Basic English composition, spelling and grammar. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain program financial records.

Ability to perform program coordination and administration with minimum supervision and with only general direction. Ability to plan, organize and coordinate as required by the position. Ability to exercise good judgement, courtesy and tact in public contacts which may involve hostile and abusive clients and maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or computer work at an acceptable level of proficiency as required by the position. Ability to maintain the confidentiality of information.

Skill in the operation of a computer, printer/scanner and other office machinery as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus three years of progressively responsible secretarial and/or mediation experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment is a condition of employment since a reasonable amount of driving is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to handle or operate objects or controls and reach with hands and arms.