

## **COURT MEDIATOR**

### **I. STATEMENT**

Lake County Juvenile Court is seeking a full time Mediator. This position requires that you work with families coming before the Court to facilitate peaceful and mutually agreeable solutions.

### **II. QUALIFICATIONS**

- A. Licensed Ohio Attorney
- B. Minimum 2 years of professional experience with families, including counseling, casework, and legal representation in family law matters. Preference given to Mediation experience.
- C. Complete Mediation training in accordance with Rule 16.23(A) of the Rules of Superintendence.

### **III. RESPONSIBILITIES**

- A. Mediating civil lawsuits
- B. Supervising, scheduling and implementation of the mediation process
- C. Maintaining documentation relevant to program
- D. Strict confidentiality
- E. Work with Judge and Magistrate's to develop and maintain the program's value
- F. Submission of Judgment Entries
- G. Conduct legal research for the Judge, Magistrate's, and Court

### **IV. SCHEDULE**

- A. Monday – Friday, 8:00 am – 4:30 pm (full time, 40 hours a week including benefits)

### **V. SKILLS**

- A. Ability to read, review, analyze and interpret legal documents.
- B. Utmost confidentiality with sensitive information.
- C. Ability to communicate with and before groups of attorneys, the public, and Court representatives.