



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### STATE-FUNDED POSITION

**POSITION TITLE: ADR Director**

**DEPARTMENT: Mediation**

**STARTING SALARY: \$4,370.40/mo.**

**PAY GRADE: 028 POSITION NUMBER: 22010639**

#### **SUMMARY:**

This position manages and supervises the daily operation of both the ADR programs including program oversight, training, implementation of policies and procedures, program development, quality assurance, strategic planning, budgeting, statistical analysis and report writing. This position also supervises professional staff including mediator, contract mediators, arbitrators, and volunteer mediators who handle cases referred by the court, case managers, administrative and secretarial support staff. The ADR Director promotes the use of alternative dispute resolution programs and civil case management services through public speaking at events, workshops, training sessions, continuing education programs, schools and universities. The ADR Director develops strong working relationships with judges, attorneys, mediators, staff and public.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university with major course work in criminal justice, social science, social work, sociology, psychology, business administration, law or a related field. Two years' experience as a mediator, or managing a mediation office or practice. Florida Supreme Court Certification in Family. Certified in Dependency, too, is preferred.

#### **ESSENTIAL DUTIES:**

*Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.*

Under the direction of the court, supervises staff, including providing direction, selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; supervises contract mediators to ensure compliance with applicable regulations and laws. Mediates cases, and trains, assists and guides mediators; administers and evaluates arbitration programs; coordinates program services with judges and other program directors. Collaborates with upper management in establishing and implementing new programs and modifying existing programs; implements policy and procedures and ensures compliance with same by staff and contract workers. Serves as information resource and liaison for the area of responsibility; consults with staff to resolve problems/issues, communicates with clients to answer questions or resolve problems regarding cases, and exchanges information with court personnel outside the Department. Collaborates with senior management to develop short and long range goals and objectives for the area of responsibility; oversees implementation of same to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed. Develops departmental budget proposals and expenditure estimates; reviews purchase requisitions for mediation programs and orders equipment and supplies to ensure continuous, uninterrupted services. Gathers information/data to support periodic and special reports documenting activities for the area of responsibility; coordinates statistical reports for mediation and arbitration programs. Manages administrative/clerical functions, such as preparing periodic employee evaluations, reviewing and amending documents prepared by staff, reviewing timesheets and pay vouchers for staff and contractors, or facilitating completion of mediator continuing education requirements. Attends and/or conducts staff, community, committee, or other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills. Performs other office related work as required.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Florida Court System; Court's Alternative Dispute Resolution program, specifically dependency and family court divisions
- Court policies and procedures; pertinent laws, rules and goals
- Principles of public, business, and personnel administration
- Methods and techniques of mediation and arbitration
- Methods and techniques of differentiated case management
- Knowledge of the rules of English grammar, spelling and punctuation

- Ability to accurately determine child support calculation
- Proficient in Microsoft Word, Outlook and Excel
- Ability to prioritize work and communicate effectively verbally and in writing
- Ability to plan and direct others; ability to instruct or train others through explanation, demonstration, and supervised practice
- Ability to deal effectively with multiple priorities and job related stressors

**HOW TO APPLY:**

Interested parties should electronically send the completed application package to: **Tammy Anton** at [CAD-Recruiting@pbcgov.org](mailto:CAD-Recruiting@pbcgov.org)  
Each completed package shall include the following:

- Cover Letter
- Resume
- Copy of Family and/or Dependency Mediator Certification
- State of Florida application form, available at the following link:  
[www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf)

**NOTICE:**

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**