Superior Court of CA invites Applications for a CCRC/Mediator

Minimum Qualifications

A master's degree from an accredited college or university with major course work in clinical psychology, social work, marriage, family and child counseling, behavioral science or a related field AND two years of experience in counseling psychotherapy.

Experience

- Previous experience in mediation or alternative dispute resolution is preferred
- Familiarity with legal processes and procedures
- Strong knowledge of conflict resolution techniques and strategies
- Excellent communication and interpersonal skills
- Ability to remain neutral and impartial in challenging situations
- Strong organizational skills with the ability to manage multiple cases simultaneously

Duties

- Conduct mediation sessions between parties to help them reach mutually agreeable solutions
- Facilitate communication and negotiation between parties to promote understanding and resolution
- Provide a neutral and unbiased perspective to assist parties in finding common ground
- Guide parties through the mediation process, ensuring adherence to established guidelines and procedures
- Help parties identify and explore potential options for resolution
- Document agreements reached during mediation sessions

Skills

- Litigate: Knowledge of legal processes and procedures involved in litigation.
- Administrative: Proficient in performing administrative tasks such as scheduling, record keeping, and document management.
- Organizational: Ability to effectively organize and prioritize tasks, documents, and information.
- File: Experience in maintaining organized filing systems for easy retrieval of documents.
- Customer Service: Strong customer service skills with the ability to handle difficult situations with professionalism and empathy.
- Legal Administrative: Familiarity with legal administrative tasks such as drafting legal documents, preparing court filings, and managing case files.

- Word Processing: Proficiency in word processing software for creating, editing, and formatting documents.
- Legal Drafting: Ability to draft legal documents accurately and efficiently.
- Research: Strong research skills to gather relevant information for mediation cases.
- Clerical: Basic clerical skills such as data entry, copying, scanning, and organizing paperwork.

Please note that this is not an exhaustive list of duties or required skills. The responsibilities may vary depending on the specific needs of the organization.

Job Type: Part-time

Salary: $52.04 – $69.73 per hour

Expected hours: 20 hours per week

*Send Applications to Trinity Superior Court, HR Dept, PO Box 1258, Weaverville, CA 96093