

**Superior Court of California
County of Santa Clara**

191 North First Street
San Jose, California 95113
(408) 882-2700



HUMAN RESOURCES DIVISION

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

EMPLOYMENT OPPORTUNITY

COURT MEDIATOR

\$7,051.37 – \$7,774.00 Monthly Salary

APPLICATION DEADLINE: December 4, 2009 at 5:00 P.M.

MISSION STATEMENT:

The Superior Court of California, County of Santa Clara serves the public by providing equal justice for all in a fair, accessible, effective, efficient, and courteous manner:

- Resolving disputes under the law; applying the law consistently, impartially, and independently; Instilling public trust and confidence in the Court.

DEFINITION:

Under direction, this position provides orientation, mediation, and Court-ordered investigations in child custody/visitation and contested relative-guardianship cases, and may provide mediation in Juvenile Dependency Court cases.

DISTINGUISHING CHARACTERISTICS:

This is a journey level position that works closely with judicial officers, attorneys, county agencies, and unrepresented litigants. This class is distinguished from the Senior Mediator class in that the latter has supervisory authority of assigned Mediators and other staff.

REPRESENTATIVE DUTIES:

- Assists the Court and families in resolving child custody and visitation disputes by providing mediation services;
- Provides investigations, assessments, and recommendations as required by law and as directed by the Court;

- Provides mediation and investigation in contested guardianship cases as directed by the Court;
- Provides orientation and parent education services for the parties involved in disputes;
- Conducts conciliation counseling in a limited number of cases;
- May provide mediation services in Juvenile Dependency Court cases;
- Testifies in Court as the Court's expert witness, subject to cross-examination;
- Performs other related duties as required.

EMPLOYMENT STANDARDS:

A master's degree in psychology, social work, marriage and child counseling, or other behavioral science substantially related to marriage and family interpersonal relationships; a California State License as a psychotherapist; at least two years of experience in counseling or psychotherapy or both, preferably in a setting related to the areas of responsibility of the family conciliation court which directly demonstrates the possession and application of the knowledge and abilities required for this position. Bilingual Spanish speaking ability is highly desirable.

KNOWLEDGE OF:

- Adult psychopathology, family systems theory, crisis intervention techniques, child development, child abuse, clinical issues relating to children, the effects of domestic violence, and parental chemical dependency on children and child custody research sufficient to enable the counselor to assess the mental health needs of children;
- Diagnostic skill and familiarity with both normal and dysfunctional interaction patterns;
- Community resources in order to make appropriate referrals;
- California Court System and procedures used in Family Law cases.

ABILITY TO:

- Understand, apply, and explain legal terminology and procedures;
- Accurately implement court processes, rules, policies, and procedures;
- Deal with families in high conflict who may also be dealing with issues of domestic violence, substance abuse, child abuse, and criminal behavior;
- Interact appropriately with judges, court staff, attorneys, and the public; follow oral and written instructions; organize and maintain records; work effectively to meet court deadlines; prepare standardized forms accurately; communicate effectively orally and in writing; work well under pressure and in stressful situations; exercise good judgment, confidentiality, tact and initiative; work cooperatively and courteously with others;
- Use a computer and keyboard for word processing ability to type or use voice activated system;
- Understand and follow written and oral instructions; work independently; work with time restraints; work under pressure; adapt to varying circumstances, and use sound judgment in the performance of duties.

WORKING CONDITIONS:

The work environment is generally clean, inside buildings, with limited exposure to dust, fumes, odors, and noise. Ability to drive or otherwise complete investigatory home visits is required. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints, as well as periodic contact with angry and confrontational individuals. The ability to work independently as well as closely with others is required.

ESSENTIAL FUNCTIONS:

Specific tasks and duties may vary among assignments, however, the following are considered essential functions expected of the Mediator classification:

- Frequent and ongoing use of a computer terminal to conduct a variety of functions;
- Regular contact with the public, with the ability to converse and respond appropriately with tact and decorum.
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PHYSICAL DEMANDS:

- Dexterity, coordination, and/or ability to use a computer keyboard, or voice activated system and read a video display terminal on a regular basis;
- Sitting for long periods of time is periodically required;
- The ability to lift objects weighing up to 10 lbs.

APPLICATION REQUIREMENTS:

Candidates are required to submit a completed **employment application** and **resume** which clearly demonstrates their qualifications for this position. Application forms may be obtained by visiting our website at www.sccsuperiorcourt.org or www.scscourt.org or calling the Human Resources Division at (408) 882-2747. **The completed application and resume MUST be received no later than December 4, 2009 at 5:00 p.m.** Completed applications should be mailed to:

K.C. McCoy, Human Resources Division
Superior Court Administration
191 North First Street
San Jose, California 95113

**THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA
IS AN EQUAL OPPORTUNITY EMPLOYER**

EXAMINATION:

The examination process for this employment opportunity shall consist of Board "A", the screening of applications based upon the information submitted, and Board "B", an oral interview of those applicants deemed most qualified by Board "A".

The employer also contributes to the Public Employees Retirement System 2.5% at 55 Plan; which also includes the payment by the employer of the employee's regular contribution of approximately 8%. The 8% contribution can be refunded to an employee who resigns prior to retirement.

BENEFITS:

Vacation accruals:

1st year – 10 work days per year; 2nd year – 12 work days per year;
5th year – 16 work days per year; 10th year – 18 work days per year;
15th year - 20 work days per year

Personal Leave:

4 days or 32 hours per fiscal year

Sick Leave accrual:

12 days or 96 hours per year

Court Holidays:

All State holidays, 13 days per calendar year

Basic Benefit Package plans:

Kaiser Permanente, Valley Health or Health Net.

Dental Health plans:

Delta Dental or Pacific Union Dental

Vision:

Vision Services Plan

Education Reimbursement:

\$1,000 max, per employee per fiscal yr. (*subject to fund's limit*)

Dependent Care assistance:

annual limit of up to \$5,000

Flexible Spending account:

annual limit up to \$5,000 in deductions

Additional benefits include:

Basic Life Insurance

\$50,000 benefit

Long-term Disability plan:

This plan provides financial aid in the event of disability that lasts longer than 60 days. The benefit pays 66^{2/3}% of bi-weekly regular base wages.

The Court provides reasonable accommodations for applicants with disabilities. If you are disabled as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation, please contact Melody Miller at (408) 882-2700 to discuss your request; TDD communications available by calling (408)882-2787.