



Superior Court of California, County of San Benito

Invites applications for the position of:

FAMILY COURT MEDIATOR **Full-time**

SALARY:

Hourly: Step A: \$42.86 -- Step F: \$57.41
Monthly: Step A: \$7,429.07-- Step F: \$9,951.07
Annually: Step A: \$89,148.80 -- Step F: \$119,412.80

Opening Date: June 24, 2022
Closing Date: Monday, July 11, 2022, 5:00 p.m.

To apply for this position your cover letter, resume and responses to Supplemental Questions contained herein on the last page, should be submitted to the court by 5:00 p.m. on Monday, July 11, 2022. Documents can be submitted by delivered or mailed addressed to:

Edgar Nolasco, Court Executive Officer, 450 Fourth Street, Hollister, CA 95023
By Fax to: (831) 636-4195
By Email to: admin@sanbenito.courts.ca.gov

Definition

Under general supervision, this professional level position supports the court process by mediating disputes and performing marital and family counseling in a confidential environment.

Distinguishing Characteristics

Positions in this class act as both a mediator and counselor, primarily in the areas of family law and probate areas. Incumbents can conduct investigations and mediate disputes both simple and complex as required or ordered by the Court.

Reports to

Court Executive Officer and other court staff as directed.

Representative Duties (The following is used as a partial description and is not restrictive as to duties required.)

- Interviews and evaluates parties involved in disputes and other matters before the court to assess potential for settlement or resolution.

- Conducts hearings and independent investigations into matters relevant to the dispute(s).
- Engages in mediation and counseling activities and provides guidance and counseling to individuals or groups.
- Summarizes the results of mediation activities and acts as witness for the Court verbally and in writing.
- May act as liaison with other governmental and private sector organizations related to mediation efforts.
- Prepares and maintains case files, mediation reports, statistical records and follow-up reports from referral agencies.
- May conduct educational classes, orientations and conferences dealing with various related issues.
- Any and all other duties as required or assigned.
-

Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and FAX

Desirable Qualifications

Knowledge of:

- California law relating to family law, probate, court procedures, legal documents and legal terminology
- Legislative standards, policies, procedures and reporting requirements
- Establishment and maintenance of files and information retrieval system
- Public and community relations
- Proper English usage, spelling, grammar and punctuation
- Personal computers and software applications
- Related areas such as child abuse, domestic violence, etc.

Ability to:

- Mediate, evaluate and recommend objectively and effectively
- Apply and follow California law or rules when appropriate
- Use discretion and independent judgment in performance of duties
- Maintain flexibility and confidentiality
- Work independently and with initiative
- Work with the public and other court staff in a professional and courteous manner
- Establish and maintain cooperative working relationships

Training and Experience:

Any combination of training, experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify is:

- Educational equivalent to a bachelor’s degree from an accredited college with a major in court, public or business administration or a closely related field AND experience equivalent to two years of administrative management experience which includes three years of progressively responsible court related experience and at least one year of supervisory experience.

Benefits:

The following benefits are provided at the intervals and rates equivalent to the Supervisor & Professional bargaining unit:

- Cost of Living Adjustments (COLAs)
- Health Insurance – The court offers 3 Blue Shield Medical Plans, Delta Dental and Medical Eye Service (MES).
- Monthly Court Contribution toward Health coverage
-

<i>Level of Coverage</i>	<i>Monthly Court Contribution</i>
Employee Only	\$756.00
Employee + Dependent	\$1,328.00
Employee + Family	\$1,695.00

- Cash in Lieu: The court will pay \$200 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid. Option to buy-up policy is available to employee
- AD&D: Court paid
- Vacation – See table below- Eligible to use vacation upon completion of 6 months of continuous service- Negotiable for highly qualified applicants.
-

<i>Years of Service</i>	<i>Accrual Per Year</i>	<i>Accrual Per Pay Period</i>
1-3 years of service	80 hours per year	3.08 Hours
3+ -10 years of service	120 hours per year	4.62 Hours
10+ - 15 years of service	160 hours per year	6.15 Hours
15+ years of service	200 hours per year	7.69 Hours

- Sick Leave- 10 hours per month- Eligible to use sick leave upon completion of 3 months of continuous service- Negotiable for highly qualified applicants.
- Holidays- 13 paid holidays per year
- Retirement- CalPERS: Court pays employer share- Current Formula: Classic 2% at 55/ PEPRA 2%@62
Note: Employee pays employee share.
- Social Security- The court pays towards Social Security and Medicare

- Life Insurance – Court pays for a \$30,000 life insurance policy. Supplemental Life insurance available to employees at their cost.
- EAP- Employee Assistance Program – Paid by Court

The court also offers other voluntary benefits to employees, paid by employee.

- Deferred Compensation- MassMutual
- AFLAC and Colonial Life plans
- Flexible Spending Account
- Health Savings Account- For employees enrolled in the High Deductible Health Plan (HDHP) only.

SUPPLEMENTAL QUESTIONS:

1. Please describe your relevant work experience in the following areas: social work, child protection, mediation, domestic violence services, behavioral sciences, and investigations?
2. Please describe your experience managing families in high conflict who may also be dealing with domestic violence, substance abuse, child abuse, and criminal behavior?
3. Please describe your experience with the California Court systems and procedures related to family law, visitation, custody, right of parties, and mediation.

SUPPLEMENTAL INFORMATION

The contents of this class specification shall not be construed to constitute any expressed or implied warrant or guarantee, nor shall it constitute a contract of employment. Superior Court assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.