

**Job Description – Staff Mediator
Lake County Common Pleas Court - General Division**

Overview

The Lake County Common Pleas Court, General Division, seeks an individual to facilitate mediation services, including foreclosures and other civil cases.

Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Serves as the primary mediator for Lake County, Ohio, Common Pleas Court, General Division, located in Painesville, Ohio. Types of disputes to be mediated will be foreclosure cases and various civil cases, and may include any of those commonly found in the General Division of the court. Builds relationships/partnerships through community outreach in furtherance of the mediation program. Supports efforts to attain financial sustainability of the program which could include grant research, application, and administration. Serves as liaison between the Lake County Common Pleas Court and the Supreme Court of Ohio in maintaining the program. Performs confidential administrative functions, with attention to detail, such as preparing correspondence, reports, agreements, schedules, settlement entries, and notices. Provides information to attorneys and litigants regarding the process of case management, foreclosure, and mediation. Performs other duties related to the position as assigned.

Qualifications and Requirements

Juris Doctor degree and sound knowledge of the court process, mediation process, ethics, applicable state laws and standards of practice. Must have ability to maintain confidences, exercise sound judgment and discretion, work collaboratively and maintain effective working relationships with court, staff, judges, magistrates, attorneys, litigants, community agencies, and the general public.

Training

Mediation or litigation experience is preferred. Willingness to receive additional training recommended by the court is required.

Other

This is a full-time position with a starting pay range between \$40,000 and \$45,000, commensurate with qualifications and experience. Benefits are as provided by Lake County Commissioners. Regular hours and travel are required. Occasional overnight travel may be required to attend Supreme Court of Ohio or program events.

Application Process

To be considered for an interview, submit a cover letter, which should explain your interest in the position; resume; salary request; and the names and positions of at least two professional references, along with a description of the capacity in which each reference has worked with you no later than **October 1, 2009** to: **Judge Eugene A. Lucci**, Lake County Common Pleas Court, 47 N. Park Place, Painesville, OH 44077; (440) 350-2100.

Lake County Common Pleas Court is an Equal Opportunity Employer.