



Administrative Office of the Courts

Intern OPPORTUNITY BULLETIN

POSITION TITLE:

Internship
Mediation and Diversion

SUMMARY:

Provide case management for the Mediation and Diversion Program assisting parties and Judiciary in the timely resolution of cases in County, Small Claims and Family as well as community mediation referrals.

EDUCATION and/or EXPERIENCE:

Enrollment in an accredited university or college, in pursuit of a bachelor's or graduate degree.

Knowledge and experience with the court process in county, small claims, family, and dependency relating to the mediation process (court-ordered, non-court-ordered)

ESSENTIAL DUTIES:

- Phone calls, front desk, enter cases into the MDS system, pre-trials, return mail, MDS emails. Interview mediation clients face to face and on the phone as to disputes and issues to be mediated. Other duties may be assigned.

INTERN'S BENEFITS:

- Parking validation
- Exposure to other Court Programs and overview of their functions
- Knowledge of the workings of court ordered mediation and the benefits it has on the court calendars of the Judges, how conflict resolution can be beneficial to all parties involved in litigation, suits filled and the cost of mediation vs litigation.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work and communicate in an environment focused on conflict resolution for families in crisis from diverse backgrounds.
- Ability to handle sensitive and confidential matters with integrity.
- Ability to communicate clearly, concisely and logically
- Proficiency in Word, Excel, MSDS system and Odyssey
- Positive, proactive, personable and a team player
- Commitment and responsibility to the mission, vision, and values of the 13th Judicial Circuit