



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-12-074	OPENING DATE: 11-30-2012	CLOSING DATE: 12-14-2012	OPEN TO ALL APPLICANTS
POSITION: Family Court Mediator JS-945-12	TYPE OF APPOINTMENT: Career Service		Salary Range: \$74,872-\$97,333 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Multi-Door Dispute Resolution	LOCATION: 410 E Street, NW	Tour of Duty: Full-Time	

BRIEF DESCRIPTION OF DUTIES: The incumbent, assigned to Family Court, will mediate matters administered by the Multi-Door Dispute Resolution Division. Incumbent will mediate the settlement of Domestic Relations and Child Protection cases, including such issues as custody, visitation, child and spousal support, property, and, in neglect matters, treatment plan and adjudication issues. Incumbent will schedule and manage mediation cases, draft mediated agreements, evaluate mediators, and participate in the design and delivery of mediator training. Incumbent also will prepare and submit periodic case management reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree in the social sciences, plus specific mediation training (at least one 40-hour mediation course) and at least four (4) years of experience mediating domestic relations and/or child protection cases. Acceptable experience includes mediation provided to families through court-based Alternative Dispute Resolution (ADR) programs, community mediation centers, government agencies, or private practice. **Documentation of education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree) **and 40-hour mediation course certificate must be submitted with your application or your application will not be considered.** *Relevant education may include law, social work, counseling, psychology or related social science disciplines.* Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for these positions. Please describe all experience, training and education that apply to each factor. **Failure to respond to the ranking factors disqualifies candidates from further consideration.**

1. Mediation trainings completed (description of the training content, number of hours, and trainers) related to domestic relations (family) mediation and child protection (dependency) mediation.
2. Mediation experience (a description of the types and numbers of cases mediated, issues involved, and any mentoring, evaluation received and provided).
3. Knowledge of and experience working with high-risk families in the field of child welfare and other family related services.
4. Training experience designing and/or delivering presentations on mediation skills for family or child protection (dependency) mediators.

SELECTION PROCESS: After a review of applications and ranking factors, interviews and participation in a mediation role-play will be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider all appropriate performance information before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor; Or to email send to jobs@dsc.gov

For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.