

**INGHAM COUNTY
JOB DESCRIPTION**

MEDIATION CLERK

General Summary:

Under the supervision of the Clerical Services Supervisor, oversees the operation, scheduling and record keeping for the civil and court of claims cases for mediation. Collects statistical information regarding mediation and generates required reports. Maintains lists of eligible mediators and schedules panels of mediators. Enters mediation data to the computer system.

Essential Functions:

1. Schedules mediators and both civil and court of claims cases referred to mediation. Assigns cases to correct panel type, date and time. Prepares and sends required documentation to attorneys/litigants. Receipts money and forfeit money to the County as necessary.
2. Enters all mediation data to the computer system and monitors acceptance or rejection of panel decision within established time limits. Ensures proper sealing of court file.
3. Informs attorneys, litigants, and mediators of changes in scheduled times or dates of mediation. Responds to questions as necessary.
4. Collects all statistical data in regards to mediation. Generates reports at year-end to include all statistical information and provides copies to involved parties.
5. Coordinates the annual executive committee meetings for tort, commercial, and discrimination and labor law panels. Provides liaison activities between the committee members and the Chief Judge and provides support to committees by taking minutes and maintaining records.
6. Maintains and updates lists of eligible mediators. Schedules panels of mediators for the year to prevent or minimize scheduling conflicts.
7. Keeps abreast of changes in court rules governing the mediation process and develops strategies to comply with the changes in the law.
8. Assists the Case Processing Coordinator in performing essential job functions and backs up the position in that person's absence.
9. Attends conference s and seminars related to mediation in order to be better informed and able to assist in implementing necessary changes.
10. Assists in scheduling a monitoring of mediation for the area District Courts.

Other Functions:

11. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: High School graduation or equivalent. Some advanced college coursework in business and computer technology preferred.

Experience: Three or more years experience in a legal or court setting or a closely related area.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to withstand prolonged periods of sitting in front of a computer terminal.
- Ability to access office files.
- Ability to enter and retrieve information from computer systems.
- Ability to operate standard telephone system and other office equipment.

Working Conditions:

Works in an office setting.