



CLARK COUNTY

Department of Human Resources
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<http://www.clarkcountynv.gov>

INVITES APPLICATIONS FOR THE POSITION OF: FAMILY MEDIATION SPECIALIST I/II

Department Name: District Court
 Exam Number: 17960

SALARY

\$54,828.80 - \$91,873.60 Annually

OPENING DATE: 01/10/20

CLOSING DATE: 01/24/20 05:01 PM

ABOUT THE POSITION:

Provides professional services to families involved in disputed family court custody matters, including mediation, structured observations and child interviews. Family Mediation Specialist I - is the entry-level in this specialized, professional series. Initially, under close supervision, incumbents perform the more routine casework duties while learning Court policies, applicable laws, and rules related to the work. As experience is gained, duties become more diversified and the work is performed under more general supervision. This class is alternately staffed with Family Mediation Specialist II and incumbents may advance to a higher level after gaining experience and demonstrating proficiency, which meets the qualifications for the higher level class. Family Mediation Specialist II - is the experienced level in this specialized, professional series, fully competent to independently perform the full range of assigned duties. This class is distinguished from the Family Mediation Manager in that the latter supervises and manages all family mediation staff and activities for the Court.

FAMILY MEDIATION SPECIALIST I: \$54,828.80 - \$85,051.20 Annually

FAMILY MEDIATION SPECIALIST II: \$59,217.60 - \$91,873.60 Annually

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months at either level or may be extended as needed by the Office of Human Resources. The Family Mediation Specialist I is a training underfill position, upon successful completion of the probationary period (520 hours worked to 2,080 hours worked) and the training program, which is up to two (2) years, the successful candidate will be non-competitively promoted to Family Mediation Specialist II.

Some positions may be non-union positions and are excluded from membership of the union.

MINIMUM REQUIREMENTS

Education and Experience:

Family Mediation Specialist I - Juris Doctorate or Master's Degree in Psychology, Social Work, Marriage & Family Therapy, Counseling, or a related behavioral science AND two (2) years of full-time professional experience in social/behavioral services. Professional experience in Alternative Dispute Resolutions, Problem Resolution, and previous court experience is desirable.

Family Mediation Specialist II - In addition to the above: Two (2) years of full-time

experience in family mediation at a level equivalent to the County's class of Family Mediation Specialist I.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Work with hostile and uncooperative clients in an emotionally charged situation.

Licensing and Certification: Possession and maintenance of valid Nevada Class C Driver's License.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Mediates between parents to facilitate the resolution of disputed child custody/visitation issues; assists in preparing legal stipulation and custody agreements for court. Interviews children and assesses children's developmental stages and their level of bonding with parents, siblings, and others. Provides emergency crisis intervention to resolve disputed child custody/visitation issues. Conducts initial orientation and educates parents/guardians concerning the mediation process and services with parents referred by the Court. Prepares, manages, and completes accurate case notes; manages resolution caseloads within established policies, procedures and laws; writes correspondence and a variety of reports; completes and processes a variety of forms and documents within specific established court deadlines. Coordinate and work within the Courts required reporting requirements, scheduling, and timelines; contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment. Drives a personal or County motor vehicle in order to attend meetings. Participates in and initiates community education programs and outreach programs.

PHYSICAL DEMANDS

Mobility to work in a typical office, use standard office equipment, and to drive a motor vehicle in order to attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone, and public speaking. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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FAMILY MEDIATION SPECIALIST I/II Supplemental Questionnaire

- * 1. **The following questions 1-2 will be used to assist in determining if candidates meet the minimum qualifications.**

How many months of full-time professional experience do you have in social/behavioral services?

- No experience
- Less than 2 years
- 2 to 3 years
- 3 to 4 years
- 4 or more years

- * 2. Which describes your highest level of education?
 - Associates Degree
 - Bachelor's Degree
 - Master's degree
 - Juris Doctorate
 - None of the above

- * 3. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**
I understand that:
 - A) Part-time experience must be prorated and credited as half of the full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)**
 - B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;**
 - C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;**
 - D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;**
 - E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.**

I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.

- * 4. Please select the statement below that best describes your English/Spanish bilingual ability: (This question will not be scored)
 - I am not English/Spanish bilingual
 - I have a good comprehension of Spanish
 - I speak Spanish fluently
 - I read and write Spanish at a proficient level
 - I read, write and speak Spanish fluently

- * 5. How many years of experience do you have mediating disputes between parties to facilitate resolution?
 - No Experience
 - Less than 2 years
 - 2 to 3 years
 - 3 to 4 years
 - 4 or more years

- * 6. How many years of experience do you have with interviewing children involved in court litigation or contested child custody matters?
 - No Experience
 - Less than 2 years
 - 2 to 3 years
 - 3 to 4 years
 - 4 or more years

- * 7. How many years of experience do you have in providing therapy to youth, adults, and families?
 - No Experience
 - Less than 2 years

- 2 to 3 years
- 3 to 4 years
- 4 or more years

* 8. How many years of experience do you have in preparing legal stipulations and custody agreements for court?

- No Experience
- Less than 2 years
- 2 to 3 years
- 3 to 4 years
- 4 or more years

* 9. How many years of experience do you have in preparing complete and accurate case notes, written correspondence and reports, and processing forms and documents within specific, established court deadlines?

- No Experience
- Less than 2 years
- 2 to 3 years
- 3 to 4 years
- 4 or more years

* Required Question