



# FAMILY MEDIATION SPECIALIST I

Class Code:  
N10021

Bargaining Unit: SEIU-General Unit

CLARK COUNTY  
Established Date: Oct 1, 1998  
Revision Date: Jun 20, 2016

## SALARY RANGE

\$25.19 - \$39.06 Hourly  
\$2,015.20 - \$3,124.80 Biweekly  
\$4,366.27 - \$6,770.40 Monthly  
\$52,395.20 - \$81,244.80 Annually

## JOB SUMMARY/CLASS CHARACTERISTICS:

### JOB SUMMARY:

Provides professional services to families involved in disputed family court custody matters, including mediation, structured observations and child interviews.

### CLASS CHARACTERISTICS:

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 the higher level after gaining experience and demonstrating proficiency, which meet 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 Family Mediation Manager in that the latter supervises and manages all family mediation staff and activities for the Court.

## 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.**

**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 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; manage 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.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Family Mediation Specialist I - Principles of child development, family systems and transitions, blended families and single parenting; principles and theories of child, individual and family therapy; crisis intervention and counseling techniques; problem solving techniques; high interpersonal and communication skills; principles and practices of case management; principles and techniques of interviewing and casework; knowledge of applicable State of Nevada laws, codes and regulations impacting custody cases, guardianships, and family reunification; standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Family Mediation Specialist II - In addition to the above: Principles and practices of family mediation, conflict theory and resolution and custodial evaluations; community resources for referral; dynamics and effects of domestic violence, substance abuse and physical and sexual abuse on family systems. Court procedures and processes related to child custody/visitation and parental rights cases.

Skill in:

Family Mediation Specialist I - Providing crisis intervention and counseling to children and their families; working within high conflict situations and the aptitude in defusing volatile situations; working in a high conflict environment with people who are emotionally threatening; defusing volatile family disputes/situations; use of Alternative Dispute Resolution processes or demonstrated problem solving skills; interpreting, understanding, applying and explaining applicable laws, codes and regulations; assessing and evaluating children and their needs; write and prepare clear and concise reports, correspondence and other written materials; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; dealing successfully with a variety of individuals from

various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; speaking English effectively to communicate in person or over the telephone.

Family Mediation Specialist II - In addition to the above: Conducting Court ordered family mediation, conflict intervention and resolution, custodial evaluations, child interviews, disputed custody matters, reunification services, and guardianship matters; synthesize and write an interview dialogue into a court-ready report; recommending resolutions to child custody/visitation and parental rights cases; organizing own work, setting priorities and meeting critical deadlines.

**SALARY SCHEDULE:**

I28