

SANDUSKY COUNTY COMMON PLEAS COURT

Mediator/Attorney

Sandusky County Common Pleas Court is currently accepting applications for a Mediator, primarily for domestic relations cases from the Juvenile Court & General Division, as well as Civil Foreclosures.

The position has the possibility of being full-time, or in the alternative, the Court is also considering applications from Attorneys interested in providing these mediation services as an independent contractor, while providing their own clerical support services.

Example of minimum acceptable qualifications include: Must be an attorney, licensed to practice law in the State of Ohio. Experience and familiarity with custody, visitation, child support, and related issues is highly preferred. **Great preference shall also be given to an applicant who is already certified in mediation.** Excellent communication, organizational, computer, and clerical skills are required. **MUST** have the ability to effectively communicate with a wide variety of co-workers, attorneys, deputy clerks, judges, magistrates, and various outside personnel in a consistently friendly & professional manner.

Work duties include: Handle initial and follow-up mediation sessions for domestic and foreclosure cases, as referred by the three Common Pleas Court Judges. Review files in depth, prior to mediation sessions. May have to schedule mediation sessions, prepare and send notices, and handle other administrative matters with little or no clerical support. Assist in negotiating appropriate outcomes through in-person and occasionally remote mediation sessions. Prepare and present various judgment entries, child support orders, and other legal documents to the Court for ultimate approval and filing.

Starting salary: Negotiable, based upon qualifications & experience, plus all standard County Benefits will be offered, if full-time. In the alternative, a negotiable flat-fee contract possible, if a part-time independent contractor.

Application: Interested individuals may apply via standard county job application and/or **letter of interest, with resume**, to: Sandusky County Human Resource Office, 622 Croghan Street, Fremont, Ohio, 43420.

Deadline: Applications received by 12/18/20 given priority, or until filled.

Sandusky County Common Pleas Court is an Equal Opportunity Employer.