

# DEKALB COUNTY COURTS ADR TRUST FUND

## Job Announcement

### **Dispute Resolution Domestic Case Coordinator**

**(this is a merit exempt position funded by the ADR Trust Fund)**

**Annual Salary Range: \$40,939 - \$63,455**

**Applications accepted: until March 15, 2019**

**General Information:** Applicants will be employed at a salary, within the above range, commensurate with their education and experience.

**Benefits:** 10 paid holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

**Physical Ability:** Successful completion of a job related physical examination by a County Examining Physician is required. **DeKalb County does not discriminate on the basis of disability.**

**Minimum Requirements:** Bachelor's degree in Public Administration, Criminal Justice, Social Sciences, or other related field required; three years experience in counseling, social work, program development, public administration, court services; or any equivalent combination of education, training, and experience. Registration with the Georgia Office of Dispute Resolution in general and domestic mediation with advanced domestic violence mediation training is strongly preferred.

**Essential Functions:** [ The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.]

Under the direction of the Dispute Resolution Center Director, screens domestic cases for mediation appropriateness following the guidelines established by the Georgia Commission on Dispute Resolution; schedules ADR services for domestic cases; assigns neutrals to cases based on case types and expertise of neutrals; communicates with Superior Court Judges and staff regarding referrals for ADR services; tracks referred cases for timely scheduling and resolution; provides information to attorneys, their clients and to pro se parties regarding ADR services; monitors performance of neutrals through observation, debriefing and follow-up with parties; refers cases to Director for sanction determination or other intervention as appropriate; generates reports on utilization of services; monitors trends; recommends program shifts and policy changes; assists in training support staff and neutrals as needed.

**Work Schedule:** Employee may be required to work regularly on various shifts as deemed necessary by the ADR Trust Fund Board.

Submit resume and letter of interest to Dispute Resolution Center Director, c/o Caitlin Lowther, 106 E. Ponce de Leon Avenue, Decatur, GA 30030, or to [cnlowther@dekalbcountyga.gov](mailto:cnlowther@dekalbcountyga.gov) by close of business on March 15, 2019.