

YUOK TRIBE JOB DESCRIPTION
Court Mediator

Job Title:	Court Mediator	Pay Grade	11/12
Department	Tribal Court	Location	Klamath
Reports To:	Director/Chief Judge	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$67,516.80/\$79,913.60		

POSITION SUMMARY:

The purpose of this position is to assist parties in Tribal Court cases to reach an agreement and resolve disputes. Reviews cases, interviews the case parties, identify issues and negotiates issues related to custody, child support, visitation, counseling, property damage, distribution of property, civil damages, and civil disputes using alternative dispute resolution techniques and skills. The ability to work independently with minimal supervision, exercise sound judgment and discretion in maintaining the parties confidences, control the direction of negotiations, and modify the subsequent course of proceedings. Facilitate negotiations and settlements between disputing parties by providing direction and encouragement, working collaboratively with the parties, and finding creative ways to reach a mutual solution.

DUTIES AND RESPONSIBILITIES:

1. Clearly represents the status of whether the parties have reached an agreement in a case to the judicial officers in written and/or verbal reports.
2. Acts as a liaison between case parties and judicial officers, court clerks, and court administration.
3. Communicate tribal laws, tribal customs, and court rules relating to a case to parties and keep abreast of current trends, rules, and legislation.
4. Negotiate conflicting issues in family law and civil law cases, to reach an agreement.
5. Write proposed orders in a clear, concise, and complete manner for the judicial officers and prepare settlement agreements for complex cases.
6. Prepare court reports, social case histories, correspondence, and other documents.
7. Facilitate the discussions and control the direction of negotiations towards reaching a mutual settlement.
8. Monitors changes in legislation and case law that impact cases.
9. Superior communication, negotiation, problem-solving, analytical, and conflict resolution skills are essential.
10. Maintain confidence, exercise sound judgment and discretion, work collaboratively with others and foster effective working relationships with clients, courts, judicial staff, community agencies, and the general public.
11. Revise, review, and create court forms, information, and documents for the public.
12. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

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MINIMUM QUALIFICATIONS:

1. Advanced mediation training through independent mediation programs, national and local mediation membership organizations, and/or postsecondary schools.
2. A high level of competence, intuition, and ability to help meet the clients' emotional needs.
3. Ability to display neutrality, honesty, creativity, and patience.
4. Knowledge of Interview techniques to identify issues and litigants' positions.
5. Mediation skills and techniques.
6. Knowledge of court rules and procedures.
7. Knowledge of the Yurok Tribe Constitution and Yurok Tribal Ordinances.
8. Knowledge of Yurok Tribal culture.
9. Member of Yurok Tribal Bar.

EDUCATION/EXPERIENCE:

G11: Bachelor's degree and one (1) year of specialized experience in mediation and dispute resolution.

G12: Two full years of graduate-level education leading to a Master's degree or higher or three (3) years of specialized experience in a position equivalent to at least the requirements of a G11.

Equivalent combinations of education and experience are qualifying for all grade levels.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Must have a CDL and a clean driving record.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. LANGUAGE SKILLS:
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
6. REASONING ABILITY:

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Apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form. With the ability to deal with problems involving several concrete variables in standardized situations.

7. PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

8. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date