



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Family Law Mediation Program Administrator

Title of Immediate Supervisor:	State Court Administrator
Department:	Office of State Court Administrator
Pay Grade/FLSA Status:	19 / Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Family Mediation Program Administrator is responsible for developing procedures and guidelines to ensure the responsibilities of a statewide Family Law Mediation Program are carried out in accordance with the North Dakota Statutes, Rules of Court, and Judicial Branch Administrative Orders and Policies; developing contract standards, evaluating contract holders, and releasing contracts; auditing contract holders to ensure compliance with contract provisions and program protocols and standards; preparing budget recommendations, approving program expenses and monitoring program budget. The majority of job duties involve performing direct program implementation, oversight, and administration of the Family Law Mediation Program. Work is performed under minimal supervision of the state court administrator.

Major Responsibilities & Essential Functions

1. Participates in and oversees the servicing, assignment, processing and monitoring of progress of contract holders.
2. Ensures timely written or oral recommendations and service are made to litigants.
3. Oversees the recruitment, screening, interviewing, selection, reference and background checks of all mediators.
4. Awards contracts and conducts periodic audits to ensure that contract provisions and program requirements are being met.
5. Performs training needs analysis and arranges for or provides training including pre-service, internship/mentorship, program orientation and continuing education.
6. Evaluates indirectly through evaluations provided by litigants and their counsel. May observe performance and review case files. Reviews work reports to determine quality of services provided. Conducts periodic meetings with contract holders and mediators. Provides assistance and resources, as needed.
7. Receives, screens, investigates, documents and resolves complaints. Conducts meetings and training sessions.
8. Responds to inquiries about the mediation program and the roles and responsibilities of mediators; develops information and presentations about the program; and makes presentations to community groups and court personnel.
9. Reviews, analyzes and interprets applicable rules and laws
10. Develops and recommends program goals, improvements, policies and standards. Monitors and reviews program activities. Prepares, reviews and maintains statistical and other program information. Prepares program trend information. Generates reports and prepares written conclusions and recommendations. Develops program forms and procedures.
11. Develops and administers program budget. Prepares budget projections. Reviews and authorizes program expenditures. Initiates contracts for services and monitors contract compliance.
12. Participates in state, district, local committees and task forces to promote and coordinate the mediation program; monitors legislation and testifies, as needed; and participates on statewide committees and other special projects as applicable or as assigned.

Minimum Qualifications

Requires a bachelor's degree in sociology, psychology, counseling, public administration, business administration or a related field or possession of a juris doctorate and experience working in family law.

In addition to the education requirements, a minimum of three years in a management position or in program management or experience in coordinating a statewide program including contract management is desired.



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Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Considerable knowledge of family judicial process, rules and laws.
- Considerable knowledge of the objectives, philosophy, policies and procedures of a mediation program.
- Considerable knowledge of the issues and dynamics that surround family cases in which custody and visitation are at issue.
- Knowledge of modern management and supervisory procedures and techniques.
- Knowledge of the basic principles of adult education and curriculum development.
- Knowledge of the basic principles of public accounting and fiscal management.

Skill Requirements

- Ability to develop organize, and manage a statewide mediation program and related projects.
- Ability to evaluate the work of contract holders.
- Ability to communicate at all levels both orally and in writing.
- Ability to relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys, and the public.
- Ability to negotiate.
- Ability to evaluate and write clear, concise reports.
- Ability to proficiently use required software programs.

Physical Requirements

- The essential functions of the job typically require: grasping, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee may be required, in the performance of the job, to travel to various courts across the state. Employees have control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. Work is performed in a comfortable office work environment.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Job Classification History

- Classification created 10/11/2007.
- Minor changes approved by Supreme Court on 2/1/2014.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.