

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title:	Case Coordinator
Department:	Dispute Resolution Center
Reports To:	Director of Dispute Resolution
Salary:	\$16.1600/hour
Application Deadline:	Thursday, September 23, 2021 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Conducts intake interviews with perspective clients for possible inclusion in the dispute resolution program; acts as an agent for referring disputing parties to a qualified mediator; coordinates mediation sessions, confirms the attendance of all parties involved in the mediation session within the prescribed time frame, insures proper coverage of qualified mediators for all mediation sessions scheduled. As part of the case management function, maintains case files, processes payments, creates and distributes mediation notices, collects data for monthly reports, documents mediation outcomes, etc.; distributes, receives, and catalogues client survey cards; participates in the process of selecting which mediator will be assigned to which dispute resolution case; assists with distribution of appropriate forms, documents, and brochures; works with governmental agencies and other service providers to maintain referral sources; helps procure data beneficial to the administration of Center program growth; assures self and staff maintain an awareness of worker safety/security guidelines and standards and apply these in daily activities; performs other work as required; types letters, meeting notices, case filings from written and oral direction; maintains records of cases filed, assist with maintenance of volunteer applications, training and time records; keeps docketing records and generates statistics of intake interviews, mediation sessions held, and prospective participants rejected. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer; facsimile; copy machine; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Associates degree in a human services field or legal field and one year of experience in a clinical and/or court service delivery program; or an equivalent combination of training and experience. Current Texas Motor Vehicle Operator's license. Mediation training preferred.

Knowledge, Skills & Abilities: **Knowledge of:** Civil court systems; conflict resolution/mediation theory. **Skill in:** the use of personal computers and word processing/spreadsheet software; strong communication skills; organizational skills; providing leadership in knowing when to refer clients to other agencies; expressing ideas clearly and concisely, both orally and in writing; establishing and maintaining effective working relationships with other County employees, clients, judges, the Courts, attorneys, social service agency officials, and the general public.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires regular and predictable attendance; must be available to work five days a week, primarily weekdays 8:00 a.m. to 5:00 p.m. with flexible schedules on Thursday evenings to accommodate evening mediation sessions, and flexible schedule during the week for mediations lasting past 5:00 p.m., as needed; organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties; performs routine, repetitive duties; dealing with frequent deadlines.

WORKING CONDITIONS: Work is performed primarily in a climate-controlled office environment. Requires outside travel occasionally to attend trainings and events.

PHYSICAL REQUIREMENTS: Work is primarily sedentary but requires some walking; duties also require reaching, lifting and carrying objects weighing up to 10 lbs., such as files, reports, and books; attending trainings and events require driving a personal vehicle.

Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701
Phone: (409) 839-2391
Fax: (409) 839-2399
E-mail APPLICATION/RESUME to: hrdept@co.jefferson.tx.us
Application may be found @ <https://co.jefferson.tx.us/Careers>
Please use Microsoft Word or PDF when submitting applications.

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.