



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 42-62
Date Posted: March 22, 2024
Deadline to Apply: Open Until Filled

POSITION: Mediator

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly
FLSA STATUS: Salaried/ Exempt
SALARY: \$65,504 – \$95,994 Annually

Listed below are the **QUALIFICATIONS** for the position:

A law degree and admission to practice law in the State of Ohio. Minimum of two years of mediation experience and minimum two years of experience in civil litigation. Applicants also must have completed all requirements under Rules 16.22 and 16.23 of the Rules of Superintendence for the Courts of Ohio.

Listed below is a summary of the **JOB DUTIES:**

This is highly responsible work involving the mediation of cases of the Court of Common Pleas' civil in-house mediation program. This individual will work closely with the Director of Alternative Dispute Resolution (ADR), the Mediator Supervisor, attorneys and parties to civil lawsuits. Mediates cases. Completes paperwork related to mediations, including mediator reports, tracking sheets and disposition sheets. Assists in scheduling cases for mediation. Participates in the development and implementation of local mediation training in conjunction with the local bar association. Participates in relevant meetings in and out of Hamilton County. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202