

## **COURT ALTERNATIVE DISPUTE RESOLUTION COORDINATOR**

### **DEFINITION**

Under general supervision, to promote, administer, and coordinate Alternative Dispute Resolution Programs and functions offered by the Court, including arbitration and mediation; to provide information regarding programs to attorneys, prospective users of alternative dispute resolution services, mediators, and arbitrators; to schedule Alternative Dispute Resolution panels and mediation sessions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized job classification for the promotion, development, scheduling, and utilization of Court alternative dispute resolution services, such as arbitration and mediation.

### **REPORTS TO**

Chief Executive Officer, Assistant Chief Executive Officer, Presiding Judge, Court Manager, or Court Supervisor I, II, as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develops methods, programs, and promotional material to inform attorneys and potential users of Alternative Dispute Resolution programs and services; discusses the availability and use of Alternative Dispute Resolution with attorneys and litigants, providing information on programs and providers; assists parties with selecting an Alternative Dispute Resolution program and an arbitrator or a mediator; reviews Court documents, identifying cases which have not used Alternative Dispute Resolution and promotes an Alternative Dispute Resolution program, as appropriate; maintains a roster of providers of mediation and arbitration services; responds to inquiries from prospective panelists, providing information, screening applicants, and preparing selection recommendations for the Mediation Advisory Committee; prepares agendas and minutes for a variety of Judicial Arbitration/ Mediation Committees; develops and maintains various data bases to track usage and outcomes of Alternative Dispute Resolution programs; prepares management information evaluation reports and materials; provides education and promotes programs with prospective users of Alternative Resolution Dispute Resolution; provides

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administrative support for Alternative Dispute Resolution functions and services; receives complaints about programs and providers, gathering information and informing the Advisory Committee of complaints; serves as a liaison with other Court units, law enforcement agencies and concerned parties; may intervene when problems arise during arbitration hearings, discussing options with appointed arbitrators; processes the payment of arbitrator fees after completion of hearings and mediation sessions; operates a variety of office machines and equipment such as computers, typewriters, adding machines and calculators.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- California statutes related to court procedures such as the Code of Civil Procedures, Penal Code, Vehicle Code, Probate Code, Family Code, Welfare and Institution Code, Rules of Court and related statutes.
- Public and community relations.
- Legal procedures and documents used in court cases and their statutory filing requirements.
- Legal terminology.
- Alternative dispute resolution programs and services.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to court support work.

**Ability to:**

- Develop and promote utilization of Alternative Dispute Resolution programs.
- Research, understand, interpret, explain and utilize the California statutes related to court procedures and the completion and filing of legal documents.
- Work rapidly and accurately under pressure.
- Prepare clear, concise and accurate records and reports.

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- Organize and schedule work assignments. Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Use a personal computer and appropriate software for word processing and record keeping functions.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others, including judges, attorneys, litigants, co-workers, and the public to promote the use of alternative dispute resolution programs and procedures.
- Operate standard office machines and equipment.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two year of experience in a position requiring a knowledge of legal documents and court processes. Substantial experience in the development and maintenance of a special programs and working in a legal environment which developed an understanding of alternative dispute resolution methods is desirable.

**Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*