

Market Range Detail - Family Court Case Manager

Effective Date

February 1, 2016

Market Range Title Description

POSITION OVERVIEW

Responsible for conducting mediation-style settlement conferences in pending divorce, child custody and child support cases.

DISTINGUISHING CHARACTERISTICS

This position is a single-level classification responsible for providing professional mediation services.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Intervene early on in the court process and meet with litigants in a conference setting to help them reach agreements on issues related to the division of property and debt, custody, parenting time, child support and spousal maintenance.
- Draft clear, concise and enforceable court orders including divorce orders, child custody plans, child support orders and paternity testing stipulations.
- Assist judicial officers in managing their caseload by ensuring accurate agreements so parties do not have to reappear in court.
- Interact and communicate with judicial officers, division staff and administration staff regarding procedural issues, substantive family law statutes and interpretative caselaw and any other topics relevant to efficient case management.
- Help litigants to reach informed decisions by educating them on the laws and procedures which may pertain to their cases.
- Prepare for and conduct Early Resolution Conferences (ERCs) with Family Court litigants.
- Prepare for ERC by reading and analyzing the parties' pleadings, settlement proposals and all other related documentation.
- Maintain statistics for the ERC program. Enter data into the court's case management system regarding scheduling and outcomes of conferences

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$25.80	\$29.90	\$34.00

Likely Minimum Qualifications

- Graduation from an academically accredited School of Law and one year as a law clerk, attorney, or other job related experience

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.