

**ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Circuit Homestead Access to Mediation Program (CHAMP) Court Liaison
\$21.00 per hour; 40 hours/week
Independent Contractor, no benefits
Contract duration: 1 year

WORKING TITLE: 11th Circuit CHAMP Coordinator

GENERAL DESCRIPTION: The essential function of the position within the organization is to serve as liaison coordinating the activities between the court and the Collins Center for Public Policy for the Circuit Homestead Access to Mediation Program. The Collins Center for Public Policy manages the mandatory mediation of residential mortgage foreclosure actions involving homestead properties. The position is responsible for maintaining policy and procedure compliance, receiving court related documentation and active communication of pending cases and judicial requests or comments. The position is also responsible for gathering and maintaining the statistical data of the Program. The position works independently, reporting major activities through periodic meetings.

RESPONSIBILITIES:

- Provides prompt assistance to designated Collins Center employees regarding case status information
- Serves as a receiver of all court related documentation being sent back to the court to be inserted into the official court file; including but not limited to: Mediator reports following the completion of mediation, notices of plaintiff non-compliance, statistical reports regarding case status.
- Monitors and reports program compliance and assists with enforcement of program requirements.
- Assists with the CHAMP evaluation.
- Submits a spreadsheet once per week to the Collins Center's Program Compliance Officer with all of the residential foreclosure cases, with homestead, from the previous week.
- Oversees research and management of legal cases/files, including monitoring work flow.
- Maintains communication with the Collins Center regarding specific requests or comments from the judges in the 11th Judicial Circuit.
- Performs related administrative functions.
- Performs related work as required.

QUALIFICATIONS:

Graduation from a four year college or university with a Bachelor's degree in public or business administration, criminal justice, law or closely related field social science field; Paralegal Certification desirable. Three years of related professional experience; or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Thorough knowledge of business English, spelling, punctuation, arithmetic, and bookkeeping practices.

- Considerable knowledge of personal computer application software such as Microsoft Word, Excel and email.
- Ability to use, plan and prepare reports and charts in a variety of formats.
- Ability to organize work, establish priorities, and meet deadlines.
- Ability to make varied and complex decisions in accordance with established policies and procedures.
- Ability to use independent judgment and discretion concerning confidential information.
- Ability to establish and maintain administrative, fiscal, and general records and to prepare reports and answer questions from records.
- Ability to establish and maintain effective working relationships with the judiciary, court administrative personnel, vendor representatives and other private and county agencies' staff.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to deal tactfully with the public.
- Ability to operate a typewriter, word processor, data entry equipment, personal computer, and other standard office equipment accurately and rapidly.
- Ability to plan, develop and draft program materials, such procedural checklists and protocols.
- Ability to assist in developing, drafting and implementing operational policies and procedures to enhance program operations.
- Ensures compliance with applicable court rules, policies and procedures and statutes.
- Reviews computer reports and case files as required.

PHYSICAL DEMANDS: Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.