

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Mediator
Department: Dispute Resolution

Reports To: Dispute Resolution Administrator
Salary: \$ 79,123.20

SUMMARY

The Mediator is responsible for managing cases filed in the General Division of the Cuyahoga County Common Pleas Court and referred to the Court's Dispute Resolution Department. The Mediator must be self-motivated and have an interest in providing a professional and thorough dispute resolution process to the parties. The Mediator works independently to process mediation cases, but will operate within the rules and guidelines established by the State of Ohio, the Cuyahoga County Common Pleas Court, the referring judge, and the Dispute Resolution Department. The Mediator will have the opportunity to learn from and collaborate with other dispute resolution professionals. The Mediator reports to the Dispute Resolution Department Administrator, who will review the Mediator's work on an as needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Preparing for assigned mediation hearings, which includes obtaining a working understanding of the facts and law involved in the case and the procedural posture;
2. Contacting parties pre-mediation, as necessary, to discuss case particulars;
3. Conducting mediation hearings pursuant to best practice standards, including, but not limited to, the Ohio Mediation Act;
4. Maintaining communication, as necessary, with attorneys, self-represented parties and other litigants post-mediation to continue settlement discussions;
5. Representing the Cuyahoga County Common Pleas Court and Dispute Resolution Department in a congenial and professional manner;
6. Performing other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following: and the ability to act impartially when conducting hearings.

1. Extensive knowledge of applicable and relevant law and rules of practice and procedure;
2. Ability to listen effectively in order to determine and understand the facts of the case;
3. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Court personnel, attorneys, litigants, and the public;
4. Ability to work effectively with diverse populations;
5. Superior negotiating skills and the ability to present creative alternatives to parties deadlocked in negotiations;

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6. Ability to work independently without daily supervision (e.g., docket management, conduct of hearings, formulation of recommendations);
7. Ability to work cooperatively in a team environment;
8. Familiarity with the civil case management process;
9. Effective time management, reliability and punctuality;
10. Proficiency in the use of Microsoft Office applications;
11. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
12. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: Juris doctor (J.D.) degree and licensed to practice law in any state (Ohio preferred); Minimum of three (3) years in the active practice of law; one (1) year of mediation experience preferred. Selected candidate must receive Basic Mediator and Uniform Mediation Act training as a condition of continued employment within six (6) months of hire.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact occurs with Court personnel, attorneys and the general public.

APPLICATION REQUIREMENTS

Qualified applicants may be required to submit to testing. Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and a resume by 4:30 P.M. on **Friday, June 12, 2026**, to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113**

(e-mail: infosys@cuyahogacounty.gov)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

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Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.gov/court-information/employment-opportunities/>

or

Cuyahoga County's website

www.cuyahogacounty.gov