

August 2007

Wanted: Assistant for Mediation Firm

Assistant needed for family law mediation firm. Primary responsibilities include heavy client contact, education for callers about mediation, correspondence, general administrative, and helping clients with pre-printed court forms. In addition, candidate will update office database, prepare court forms, assist clients with filling out financial disclosures, convene mediations, and other marketing, office management and administrative-type tasks. More info: www.peace-talks.com.

E-mail Diana1159@aol.com for a full job description. No calls, please.

Skills Required include:

- Great telephone personality, infinite patience, and ability to hold boundaries with clients and attorneys;
- Computer proficiency in word processing (Microsoft Word 2003) with typing of at least 45 words per minute;
- Computer familiarity with office software such as Act!, Timeslips, Excel, PowerPoint, Essential Forms;
- Good organization and filing skills.

Salary:

\$15-\$18 per hour, commensurate with experience

Contact:

Diana Mercer
Peace Talks Mediation Services
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NO CALLS PLEASE
diana1159@aol.com
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Firm Profile

Peace Talks Mediation Services, Inc., teams lawyers and therapists as mediators to help couples resolve divorce and custody issues in a sane, sensible and fair way at a reasonable cost.

Mediation is a method for couples to resolve their financial and parenting issues without court intervention. With the help of a neutral 3rd party (mediator), the couple identifies issues, discusses their interests, considers different options, and works toward making proposals and tentative agreements. By leaving the substance of the settlement up to the participants, mediation insures a settlement which is well tailored to the parties' interests and needs. Because the parties are the decision-makers, mediated agreements typically have a much higher adherence rate than court orders. More information: www.peace-talks.com