

SPECIFIC DUTIES OF ODR STAFF

Referral Coordinator

- Serves as first point of contact to the public for inquiries regarding ODR services
- Refers and/or assigns cases to mediators based on the location and case type
- Communicates with Neutrals and parties regarding status of fee waivers
- Processes fee waivers
- Collects and provides data for statistical reporting
- Provides administrative support as needed

Complete Job Descriptions for Central ODR Director and Staff can be found on the Judicial Branch website, <http://www.courts.state.co.us/Careers/Descriptions.cfm>