

# Arbitrators, Mediators, and Conciliators

SOC: 23-1022 • Career Profile Report

## ■ Key Facts

<b>\$67,710</b> Median Salary	<b>9,100</b> Employment	<b>+4.0%</b> Growth Rate
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## ■ Requirements & Salary Range

Education: Bachelor's degree

## ■ Automation Risk Assessment

**Low Risk** - 22.0% probability of being automated in the next 10-20 years.  
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

## ■ Work-Life Balance

**6.7/10** - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.4/10	Investigative	8.0/10
Artistic	5.8/10	Social	7.4/10
Enterprising	8.6/10	Conventional	7.2/10

## ■ Top Skills Required

Analytical skills, Communication skills, Critical-thinking skills, Decision- making skills, Detail oriented, Interpersonal skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Arbitrators, Mediators, and Conciliators typically perform the following tasks:

- Prepare written opinions or decisions regarding cases.
- Apply relevant laws, regulations, policies, or precedents to reach conclusions.
- Conduct hearings to obtain information or evidence relative to disposition of claims.
- Determine extent of liability according to evidence, laws, or administrative or judicial precedents.
- Rule on exceptions, motions, or admissibility of evidence.
- Confer with disputants to clarify issues, identify underlying concerns, and develop an understanding of their respective needs and interests.
- Use mediation techniques to facilitate communication between disputants, to further parties' understanding of different perspectives, and to guide parties toward mutual agreement.
- Conduct initial meetings with disputants to outline the arbitration process, settle procedural matters, such as fees, or determine details, such as witness numbers or time requirements.
- Evaluate information from documents, such as claim applications, birth or death certificates, or physician or employer records.
- Research laws, regulations, policies, or precedent decisions to prepare for hearings.
- Issue subpoenas or administer oaths to prepare for formal hearings.
- Set up appointments for parties to meet for mediation.
- Recommend acceptance or rejection of compromise settlement offers.
- Prepare settlement agreements for disputants to sign.
- Authorize payment of valid claims.
- Interview claimants, agents, or witnesses to obtain information about disputed issues.
- Conduct studies of appeals procedures to ensure adherence to legal requirements or to facilitate disposition of cases.
- Specialize in the negotiation and resolution of environmental conflicts involving issues such as natural resource allocation or regional development planning.
- Organize or deliver public presentations about mediation to organizations, such as community agencies or schools.
- Participate in court proceedings.

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Source: <https://www.bls.gov/ooh/legal/arbitrators-mediators-and-conciliators.htm>