

POSITION TITLE: Court Staff Interpreter - Spanish

EXEMPT: Yes

DEPARTMENT: COURTS

**POSITION REPORTING: DEPUTY COURT ADMIN – FISCAL/COURT SERVICES,
COURT ADMINISTRATOR**

LAST UPDATE: 02/2024

SUMMARY: This is professional work interpreting statements between two or more persons conversing in English and Spanish. The language may include legal terms or idiomatic expressions difficult to translate. An integral part of this position is to establish working relationships and inspiring confidence in non-English speaking people. Work includes a high degree of confidentiality and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide simultaneous and consecutive Spanish interpretation of oral communication during complex court proceedings, hearings, interviews and other court-related events.
- Translates written court documents from English into Spanish and Spanish into English outside of court setting.
- Assists public contact staff with phone calls and requests from non-English speaking public.
- Assists in the maintenance and management of the County's Language Access Plan (LAP).
- Maintains an inventory of equipment used by interpreters such as but not limited to simultaneous interpretation equipment used and tools used for video remote interpretation and telephonic interpretation.
- Assist interpreter scheduler with the scheduling of interpreters and associated paperwork.
- Must be able to work independently.
- Must have good organizational and time management skills.
- Must be punctual and reliable.
- Non-remote work required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College Degree Preferred (not required)
- Interpreter must be an AOPC Certified Court Interpreter.
- Must maintain confidentiality at all times.
- Must project a professional demeanor.
- Must possess excellent inter-personal, written and oral communication skills.
- Must be reliable, dependable, well organized and detail-oriented.
- Must be computer literate with the ability to learn and become proficient in the use of new software programs, as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to use hands to handle or feel objects, tools or controls; reach with hands or arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of 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 function.

The noise level in the work environment is usually moderate.