

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Interpreter III (Spanish)
Courtroom Operations
Court of Common Pleas, Criminal Trial Division**

(Open to new hires, promotion, or transfer – City Residency is not required)

SALARY: \$94,068 - \$105,130 (G33)

FILING DEADLINE: This is a continuous posting with no filing deadline. The purpose of this position is to establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania. **Applications accepted at this link:**

<https://fjdcareers.phila.gov/cyberweb/Careers.aspx?req=2024-CP-088&type=JOBDESCR>

REQUIREMENTS

1. Certification from the Administrative Office of Pennsylvania Courts, or reciprocity from another State program.
2. A bachelor's degree from an accredited college or university and three to five years of experience in providing interpreter/translator services in a judicial setting; or graduation from a recognized training program for interpreters/translators.

OR

3. Six years of experience providing interpreter / translator services in a judicial setting, preferred.
4. Must successfully complete a criminal background investigation.
5. After meeting minimum standards, successful completion of a panel review and interview process.
6. Ability to perform the essential functions of the position.
7. **City residency is not required.**
8. Covid-19 Vaccination is recommended.
9. Full Time On-Site position.

GENERAL DEFINITION

This is advanced professional work in the interpretation of statements between two or more persons conversing in English and the employee's language specialty and assisting in the training of new interpreters. The languages may involve terminology or idiomatic expressions that are difficult to translate.

An employee in this class has extensive experience as an Interpreter. Employees are able to question the speaker on any point that is not understood. A significant aspect of the work involves

establishing effective working relationships and inspiring the confidence of non-English speaking people and assisting in training new interpreters. The employee is responsible for communicating in a manner most easily understood and preferred. Work also requires a high degree of confidentiality and discretion in the performance of duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Interprets in open court and other departments and agencies for non-English speaking individuals.
- Interprets, from English to language specialty, questions asked of non-English speaking person, both in person and by telephone.
- Translates documents, notices and pamphlets for non-English speaking clients.
- Interprets written or spoken instructions for a non-English speaking person.
- Translates correspondence.
- Maintains confidentiality of information acquired during interpretation session as required by professional code of ethics.
- Prepares weekly reports and meets regularly with supervisor to discuss work progress.
- Assists with training of new interpreters and mentors current interpreters.

MARGINAL FUNCTIONS

Performs related work as required.

ENVIRONMENTAL CONDITIONS

Standard courtroom conditions.

Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Extensive knowledge of language translation practices and techniques of language.
- Thorough knowledge of the grammar and use of language specialty and English.
- Considerable knowledge of colloquialisms, idiomatic expressions of language specialty.
- Considerable knowledge of accepted ethical standards, applicable statutes or rules governing interpreters, and medical and legal terminology.
- Ability to convey content and effect of the communication transmitted using the language most easily understood by the persons involved in the communication transaction.
- Ability to translate routine correspondence into language specialty.
- Ability to exercise judgment to assess whether or not communication is being

understood.

- Ability to interpret for long periods of time.
- Ability to maintain impartiality with regard to the setting and/or persons involved.
- Ability to establish effective working relationships with associates and the general public.

How to Apply

Go to our website and submit your application

<https://fjdcareers.phila.gov/cyberweb/Careers.aspx?req=2024-CP-088&type=JOBDESCR>

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.