

STAFF COURT INTERPRETER (SPANISH)

GENERAL DEFINITION:

This position consists of interpreting, in a professional manner, all court-related proceedings for individuals with limited English proficiency. The interpreter is expected to impartially interpret communications between two or more persons conversing in English and Spanish. The interpreter must possess an ample vocabulary of legal terminology as well as knowledge of the judicial system. The work of the court interpreter requires a high degree of accuracy, impartiality, and confidentiality. The Court Interpreter reports directly to the District Court Administrator and the Deputy Court Administrator.

TYPICAL EXAMPLES OF WORK: (Illustrative Only)

- Interprets in the three modes of interpretation (sight, consecutive, and simultaneous) in court proceedings, quasi-judicial hearings, and other court related events in person or via remote technology.
- Interprets in the various departments/offices throughout the courthouse as needed.
- Translates various documents, both orally and in writing, such as judicial orders, notices, forms, and correspondence for individuals with limited English proficiency.
- Attend ongoing training to improve and maintain interpreter skills, including any applicable rules or standards for interpreters adopted by the Administrative Office of Pennsylvania Courts.
- Provide support as well as a back-up role to the Interpreting Coordinator which includes the following responsibilities and duties: coordinates, schedules, and assigns contracted interpreters for cases held at the Court of Common Pleas, Magisterial District Courts, and other departments/offices within the courthouse; enters all interpreter requests and assignments into the Pennsylvania Language Access Database; prepares annual reports; and meets periodically with the Deputy Court Administrator and District Court Administrator to discuss work processes, issues, and needs.
- Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to render interpretations promptly without hesitation.
- Ability to interpret everything in court without adding, deleting, or changing anything that has been communicated by the parties, attorneys, witnesses, and the judicial officer.
- Knowledge of courtroom protocol and the judicial system.
- Must possess excellent communication and organizational skills and the ability to work effectively with all levels of judiciary and court related staff.
- Must possess excellent time management skills with the ability to prioritize work.
- Proficiency with Microsoft Word and Outlook.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Your name must appear on the Administrative Office of the Pennsylvania Courts' Interpreter Roster, or the interpreter roster from another state certified program.
- Minimum of one (1) year of experience interpreting in a courtroom setting.

COMPENSATION RANGE: \$61,588 - \$94,640

TO APPLY: Please e-mail your cover letter and resume to Deputy Court Administrator Stephanie Szabo at stephanieszabo@lehighcounty.org.