

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

Position Title: Court Interpreter (Spanish)
Department: Interpreter Services
Dept Head: Supervising Court Interpreter - Glades, Hendry, and Lee
Administrative Services Managers – Charlotte and Collier
FLSA Status: Non-Exempt
Prepared By: HR
Prepared Date: 04/21/09
Pay Grade: 18
Funding: State

SUMMARY

Interpret/Translate spoken or written passages from source language into target language for the judiciary and various court service programs. Duties include interpreting various proceedings such as first appearances, arraignments, preliminary hearings, pretrial motions, trials, and other court-related proceedings. Assist Supervising Court Interpreter with the scheduling and coordination of other language needs through contract court interpreters, including Language Line service. Assist Supervising Court Interpreter with processing contract court interpreters' invoices and timesheets submitted for payment; assist with the compiling and tabulation of state mandated statistical reporting. Work may be performed at various branch courts and/or in a courtroom, judge's chambers, attorney's office, jail, detention center, and hospital or any other site throughout the circuit. Work is performed under the general supervision of the Supervising Court Interpreter in Glades, Hendry, and Lee counties and the Administrative Services Managers in Charlotte and Collier counties.

Core responsibilities of this position are: (1) Provide interpretation from a source language to a target language (2) Consecutive and/or simultaneous interpreting in a courtroom setting (3) Sight translations of appropriate foreign language or English documents as required during court-related events (4) Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ⇒ Provides consecutive and/or simultaneous interpretation from a source language to a target language
- ⇒ Listens to complete statement in source language, interprets to target language, and interprets responses from target language into source language in consecutive interpreting
- ⇒ Expresses exact interpretation
- ⇒ Complies at all times with the Code of Professional Conduct as found in Rule 14.3 of the Florida Rules of Court and the Professional Ethics and the Role of the Court Interpreter for the State of Florida
- ⇒ Renders oral interpretation and/or sight translation of written materials for court proceedings at the time communication is required, being given, or spoken, usually interpreting statements from a person(s) involved in a court proceeding; broadcasting or giving the interpretation to the court or over an electronic audio/video system to accomplish immediate translation and /or interpretation so that the court can communicate with a defendant and a defendant can communicate with the court or other person(s)
- ⇒ Coordinates daily assignments of other language or Language Line contract court interpreters who are scheduled through the Administrative Office of the Courts
- ⇒ Carries out coordination responsibilities in accordance with Administrative Office of the Courts policies and applicable laws
- ⇒ Addressing complaints and resolving problems
- ⇒ Translates various written or printed material from English to Spanish and/or Spanish to English as needed

LOCATION

The office for this position is located in the Lee County Justice Center. However, this position is part of the court interpreter's team for the 20th Judicial Circuit, which encompasses Lee, Collier, Charlotte, Hendry and Glades Counties. As such, the incumbent may be assigned, either permanently or temporarily, to any of these five counties.

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SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Knowledge of:

- Courtroom process
- Theory, method, techniques, ethics, and standards of interpreting and translating
- Legal terminology, phonology, vocabulary, grammar, and dialectology
- English-speaking cultures of the United States and Spanish-speaking cultures
- English & Spanish languages
- Florida Rules for Certification and Regulation of Court Interpreters, Florida Rules of Court, Rule 14 (2007).

Ability to:

- Speak English and Spanish fluently, including regional colloquialisms and slang expressions
- Provide consecutive and simultaneous interpretation between languages and express exact interpretation
- Plan, organize, collect, interpret, and analyze data, and maintain workflow
- Speak in front of large groups of people, frequently in a courtroom setting
- Schedule and coordinate other language interpreters under deadlines
- Perform clerical duties such as answering phones, taking messages, scheduling, filing, copying, and data entry
- Interview prospective contract interpreters and determine qualifications
- Prepare accurate performance evaluations of contract interpreters, appraising performance, addressing complaints and resolving problems
- Travel circuit wide when necessary for coverage.

EDUCATION and/or EXPERIENCE

Graduation from an accredited college with a Bachelor's degree (BA) in English or a closely related field, and two years of court/legal related experience. Additional relevant education/experience may substitute for the recommended educational/experience on a year-for-year basis.

CERTIFICATES, LICENSES, REGISTRATIONS

In compliance with Judicial Administration Rule 2.560(e), all Court Interpreters must have obtained the status of a "Duly Qualified" Interpreter, on or before their hire date; however, "Certified" status is preferred prior to employment.

Interpreters are required to obtain the "Certified" status through OSCA at their own expense.

Upon receiving the Court Interpreters "Certification", interpreters must maintain, a valid identification number signifying admission to the registry of certified court interpreters maintained by OSCA, as per Rule 14 of the Florida Rules of Court.

A valid Florida Driver's License, with an acceptable driving record, is required due to intra-Circuit travel.

COMMUNICATION SKILLS

Ability to read, write, and speak. Ability to analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective translations and/or interpretations on complex topics to the court and staff where required. Ability to Speak English and Spanish fluently, including regional colloquialisms and slang expressions.

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MATHEMATICAL SKILLS

Ability to use addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand & walk. The employee must frequently lift and/or move up to 10 pounds. The employee must have ability to drive an automobile.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

EQUIPMENT UTILIZED

Automobile, personal computer, telephone, copier, fax, scanner, and paper shredder.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

Employees of the State Courts System, which includes Administrative Office of the Courts employees, are **at-will** employees. This document does not create an employment contract, implied or otherwise, and may be revised or rescinded at any time, due to operational necessity, at the sole discretion of the Court Administrator and or Chief Judge.

History – New; 02/11/01; 8/15/02; 7/24/03; 9/3/03; 12/4/03; 7/24/07; 8/16/07; 07/01/08; 7/26/08; 2/19/09