

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Court Interpreter, Trainee
Job Code: 8086
Pay Grade: 47
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform in a trainee capacity Spanish to English and English to Spanish interpretation and translation for judicial proceedings in non-recorded civil, criminal, domestic, probate hearings for Superior Court, in related work situations, and in select proceedings in Juvenile and Justice Courts as required. This is intended to be a twelve month trainee position.

ESSENTIAL FUNCTIONS:

- Observes court interpreters and progresses to perform interpreting in consecutive and simultaneous modes English/Spanish and Spanish/English in hearings and proceedings for Superior Court. May assist with proceedings in Juvenile and Justice Courts, and other work situations as necessary.
- Progresses from simple to complex oral interpretation of conversations of judges, court officers, defendants, witnesses and expert witnesses.
- Translates progressively, from simple to complex, from Spanish to English and English to Spanish those court orders, court notices, petitions, legal documents, or materials deemed essential to court procedure.
- Creates glossaries of legal terminology and learning modules of specific court events.
- Provides Spanish/English and English/Spanish interpretation between Probation Officers and their clients and clients' families and other out-of-court proceedings such as Conciliation Court.
- Learns basic interpreter administrative functions and related software programs.
- Learns the differences between civil and criminal law.
- Learns the differences among the various legal bench terminology, procedures, and protocols.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May perform other administrative functions as needed.
- May travel from one work site to another.
- May have to react to physical confrontations quickly and effectively.
- May be required to attend outside workshops, institutes, or training programs during the one year training period.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of English and Spanish languages and their idiomatic and legal terminology.
- Must have knowledge of interpreter’s code of ethics and protocol, courtroom procedures, legal processes, and methods of courtroom interpreting.
- Must have knowledge of legal and medical terminology, business English, grammar, and spelling.
- Must have skills in rendering precise simultaneous and consecutive interpretations and translations in English/Spanish and Spanish/English.
- Must have skills using desktop computers with software products to produce written translations and log in daily cases for statistical record keeping.
- Must have the ability to communicate effectively with a wide variety of courtroom persons including judges, attorneys, witnesses and and other judicial coworkers.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent GED certificate and two years of continuous professional experience interpreting and some translation Spanish/English and English/Spanish. Training must include some courses in legal interpreting; OR, any equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions of this position.

LICENSES AND CERTIFICATES:

None required

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. Must have the ability to sit for long periods of time, walk to various court room assignments, listen to and comprehend multiple voice dialogues and the meaning of words, observe clearly and recall visual details.

DISTINQUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Interpreter Services. This position performs duties under direct supervision and has no supervisory responsibilities.

Date: 09/01/1993
Revised: 01/01/96; 11/07/97; 07/09/98; 09/08/04; 01/26/10

Approved by: _____ Date _____
Hiring Authority

_____ Date _____
Director, Human Resources