

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Court Interpreter
Job Code: 8085
Pay Grade: 48
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform Spanish to English and English to Spanish interpretation and translation for judicial proceedings in civil, criminal, domestic, probate in misdemeanor and felony hearings for Superior Court, and in related work situations, and as required for proceedings in Juvenile and Justice Courts.

ESSENTIAL FUNCTIONS:

- Interprets in consecutive and simultaneous modes English/Spanish and Spanish/English in hearings and proceedings for Superior Court, Juvenile and Justice Courts, and other work situations as necessary.
- Conducts and sight translations for the benefit of the court of such documents as court petitions, reports, and oral interpretation of conversations of judges, court officers and witnesses.
- Translates from Spanish to English and English to Spanish those court orders, court notices, petitions, legal documents, or materials deemed essential to court procedure.
- Provides Spanish/English and English/Spanish interpretation between Probation Officers and their clients and clients' families.
- Verifies and corrects transcription of written materials per court order.
- Translates and interprets other materials as directed for court divisions and departments. May assist in training of on-call interpreters.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May perform basic administrative functions as needed.
- May travel from one work site to another.
- May have to react to physical confrontations quickly and effectively.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of English and Spanish languages at a level that allows their idiomatic and native-like usage.
- Must have knowledge of interpreter's code of ethics and protocol, courtroom procedures, legal processes, and methods of courtroom interpreting.
- Must have knowledge of Spanish and English legal, medical, and business terminology, and the ability to learn and translate new terminology with accuracy and rapidity.
- Must have skills in rendering precise simultaneous and consecutive interpretations and translations in English/Spanish and Spanish/English.
- Must have skills with desktop computers using software products to produce written translations and log in daily cases for statistical record keeping.

- Must have the ability to transcribe and translate Spanish and English and manipulate both languages in their formal and informal registers. Must be able to use correct grammar, spelling, and diacritical marks in both languages; and produce clear, neat, and accurate translations that are the legal equivalent of the source language.
- Must have the ability to communicate clearly, concisely, and effectively with persons of varying linguistics, educational levels, diverse cultural backgrounds, and a variety of court personnel including judges, attorneys, witnesses and other judicial coworkers.

MINIMUM REQUIREMENTS:

A High School Diploma or equivalent GED Certificate and three years of continuous professional experience interpreting and some translation experience in Spanish/English and English/Spanish (e.g. conference or escort interpreting). The three years must include at least one year of experience 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.

Preference: Preference may be given to candidates with an advanced educational degree in recognized interpreter and/or translation, or other related programs.

LICENSES AND CERTIFICATES:

None required.

Preference may be given to candidates qualified by recognized interpreting and translation examinations such as the Federal Court Interpreter Certification Examination, National Center for Interpretation Testing, Research and Policy State Court Interpreting Examination and other interpreter testing instrument approved by the Superior Court.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a courtroom and 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.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Interpreter Services. This position performs duties under general 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:	_____	_____
	Hiring Authority	Date
	_____	_____
	Director, Human Resources	Date