

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Director, Interpreting Services
Job Code: 8080
Pay Grade: 75
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Manages and directs the delivery of interpreting and translation services to Superior and Justice Courts and various agencies within the judicial system.

ESSENTIAL FUNCTIONS:

- Establishes and insures that the policies, practices and procedures of the Office of the Court Interpreter are carried out in accordance with Arizona Revised Statutes.
- Coordinates the recruitment and selection of new employees, provides training and evaluation of staff, conducts performance appraisals of staff, and performance counseling and terminations.
- Develops methods and procedures to assess levels of language proficiency.
- Coordinates the screening, selection, and retention of per diem interpreters to utilize as needed.
- Provides training or oversees the training of per diem interpreters of other languages.
- Coordinates the daily and weekly case assignments of interpreters for court proceedings or other services.
- Acts as liaison between the Office of the Court Interpreter, the Bench, and the legal community.
- Provides consultation services to referring judges, attorneys, and various agencies of the criminal justice system.
- Prepares regular reports of interpreter activity for the Presiding Judge and Court Administrator.
- Prepares the annual department budget and monitors the budget activity.
- Testifies by court order as an expert witness regarding the interpreting and translations issues.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May correct and certify translation of transcription as necessary.
- May review and approve all translations/transcriptions as required.
- May interpret in a courtroom and/or a legal setting as required.
- May perform related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of court interpreting processes in a courtroom environment and the judicial system.
- Must have knowledge of court interpreting ethics, protocol, and roles of the interpreter.
- Must have knowledge of performance management techniques in directing, training, and evaluating a staff of employees.
- Must have administrative skills in business and report writing, fiscal skills related to budget preparation, invoices and payments of per diems, and establishing effective working relationships.
- Must have skills with desktop computers using software products for the performance of administrative tasks.
- Must have the ability to communicate effectively with a wide variety of persons including judges, attorneys, judicial coworkers, and non-English persons/groups from diverse ethnic backgrounds.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, or a related field, and five years of supervisory and management experience. Preference will be given to those candidates that have relevant experience in the field of Translation and Interpretation, **or** interpreting experience in the Spanish-English combination **or** be legally certified in American Sign Language.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office and courtroom environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Deputy Court Administrator. The incumbent manages a staff of professional interpreters, administrative support and has the responsibilities to select, train, supervise and evaluate the performance of staff.

Date: 09/01/1993

Revised: 01/01/97, 08/18/04, 2/2/05