



## SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

### JOB ANNOUNCEMENT #11-10

#### COURT INTERPRETER PRO TEMPORE (IPT) – SPANISH LANGUAGE CONTINUOUS OPEN RECRUITMENT

- Salary Range: \$265 for full day, \$147 for an a.m. or p.m. only assignment
- Note: IPT's are not eligible for retirement or healthcare benefits or other benefits such as leave accruals except as stated in Section 10.06 of the MOU between Region 3 and the Interpreter Union.
- Filing Deadline:** **Continuous Open Recruitment Until Closed**
- Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. Faxed applications will not be accepted. A copy of a valid Certificate as a "Certified Interpreter or proof of registration as a "Certified Interpreter" MUST BE SUBMITTED with the application.
- Selection Process: In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview.
- Job Summary: Performs a wide variety of language interpretation activities on an assigned and as needed basis for the Court and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, and the public. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. The employee may also perform sight translation (reading written texts and giving an oral translation of text). May translate written documents at discretion of interpreter.
- Education/Experience: Possession of a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.
- A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Essential Functions: Orally convey the meaning from and into English and the Spanish language by interpreting in the simultaneous, consecutive, and sight translation modes; the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting. Sight translate written documents from and into English and the Spanish language. Correct usage of grammar and vocabulary of English and Spanish language specified, provided the source language speaker is using correct grammar and vocabulary. Ability to remain impartial. The ability to interpret accurately and remain impartial including in sometimes adversarial and emotionally charged situations. Knowledge and understanding of legal concepts and forensic terminology in both English and Spanish

language specified. Familiarity with the general range of regional and cultural variations in the specified language. Ability to conduct ongoing research into variations in terminology and usage of specified language. Maintain confidential information in accordance with legal standards and/or other regulations. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Ability to use office equipment, including computer, telephone, and copiers as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation. Ability to understand and adhere to California statutes, rules of court and applicable personnel rules concerning court interpretation. Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule, 984.4, Professional Conduct for Interpreters. Establish and maintain effective working relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings. Valid California Driver's License or self-arranged transportation between courts, if required. Driver must have acceptable driving record. Must successfully complete fingerprinting and Criminal Record Background Check. Be dependable, punctual and have good attendance.

**General Duties:**

Interprets from and into English and the Spanish language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court. Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and short documents introduced as evidence. Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court. Interprets between languages in court proceedings. Sight translate written documents. May translate written documents upon oral agreement at discretion of interpreter. Brings to the court's attention any items that may impede the interpreters' performance. Researches and understands legal terminology used in court and functions of the court. Reviews the daily calendar and coordinates with Trial Court Interpreter Coordinator (or other supervisor) to determine which courts and proceedings require an interpreter and accurately completes daily activity logs or other paperwork as required. Performs other language interpretation duties as assigned, such as providing general court information to the Spanish speaking public. Attend training as offered and/or directed. Travel to off-site courts, as needed. Follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics. Must, at all times, demonstrate cooperative behavior with co-workers and management. Follow verbal and written directions. Maintain professional appearance and demeanor. Train and assist co-workers. Operate and maintain various office equipment and machines (including, but not limited to, computer, photocopier, multifunction telephone, transmitter and receiver equipment).

**Apply:**

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St., Room 20  
Merced, CA 95340  
(209) 725-4135

or from our Web Site at [www.merced.courts.ca.gov](http://www.merced.courts.ca.gov)

reposted 6/10/11

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