



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Court Interpreter</b>
<b>Class Code:</b>	9000
<b>Class Title:</b>	Administration Level 1 - Courts
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
<p>High School diploma or equivalent and three years of continuous, professional interpreting and some translation experience in Spanish/English and English/Spanish. The three years of work experience must include at least one year of experience in legal interpreting; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
<b>Licenses and Certificates:</b>	
<p>Effective with the implementation of the ACICP, courts will be required to have current staff interpreters credentialed at the Tier 3 or Tier 4 level by June 30, 2019. Any new court employee providing interpreting services hired after June 30, 2017 will be required to hold an Arizona credential at the Tier 3 or Tier 4 level. In the event a credentialed candidate is not available at the time of recruitment, the court shall require the new employee to become credentialed at the Tier 3 or Tier 4 level within 24 months of their date of hire.</p>	
<b>Summary:</b>	
<p>Performs Spanish to English and English to Spanish interpretation and translation for judicial and administrative proceedings in the Pima County Consolidated Justice Court and in related work situations as required. This is a court classified position that reports directly to the Courtroom Services Manager. This position has no supervision responsibilities.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Interpret orally in the consecutive, simultaneous, sight translation and telephonic modes in English/Spanish and Spanish/English for formal and informal legal proceedings, court ordered processes and for all court divisions, and assists other county courts as required in related work situations;</li> <li>• Translate from Spanish/English and English/Spanish court orders, court notices, petitions, technical, medical, or legal documents certificates, letters or other materials deemed essential to carry out court proceedings;</li> <li>• Coordinate interpreting services in Spanish and other languages for all the courtrooms by maintaining a current list of available interpreters for various languages and investigates availability of interpreters as the need arises and reviews billing invoices for accuracy;</li> <li>• Enter data into and operate a personal computer to update the court case management system and translate legal documents and reports;</li> <li>• Assist management in the preparation of statistical reports regarding the use of interpreting services in the court and analyzing future needs;</li> <li>• Perform basic administrative functions including updating and maintaining the office case flow management system, collection of required data, and other administrative duties as assigned;</li> <li>• Respond to questions from the public and court employees and provides in Spanish either in person, email, and/or by telephone;</li> <li>• Perform administrative assignments including the creation of training materials for staff and per diem orientation and training, glossaries and their translations, and the translation of web pages or other work assignments as directed;</li> </ul>	

- Prioritize work assignments according to departmental priorities and follows and enforces all court and division guidelines including, but not limited to collecting attorney information for the purposes of billing for unauthorized use of interpreter services and following all safety procedures;
- Certify and verify translations of written materials per court order, including the re-transcription and retranslation of materials as deemed necessary.

**Additional Duties:**

- Demonstrate continuous efforts to meet and improve the court's operational needs, minimize customer wait time, streamline work processes, and work cooperatively and jointly to provide quality seamless service to internal and external customers;
- Operate a variety of office equipment such as photo copiers, desktop computers, and facsimile machines;
- Complete duties, special assignments and projects as assigned.

**Knowledge of:**

- Spanish language, oral and written;
- English grammar, spelling, and punctuation;
- Legal terminology;
- Court procedures to provide a base for understanding the court system;
- General office practices and procedures;
- PCCJC procedures, preparing and maintaining official court records.

**Skill in:**

- Communicating effectively, verbally and in writing, in both English and Spanish;
- Translating from Spanish to English and English to Spanish;
- Reading, composing and comprehending simple instructions, short correspondence and memos, in both English and Spanish;
- Maintaining a professional demeanor during stressful situations;
- Establishing and maintaining effective working relationships with the public, staff, and court personnel;
- Making sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedure;
- Operating various office equipment.

**Special Notice Items:**

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and court facilities or associated confidential or sensitive information, documents, communications systems and like materials.

**Physical/Sensory Items:**

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.