



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Interpreter Credentialed
Class Code:	5522
Class Title:	Court Interpreter Credentialed/Principal
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
<p>A Bachelor's Degree and two years of continuous professional experience interpreting and translation experience in Spanish/English and English/Spanish in a municipal, general jurisdiction, or United States District Court. The two years' work experience may include experience in legal, medical, escort, and/or conference interpreting for a government official; OR Any equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions of this position, as approved by Human Resources.</p> <p>Preference will be given to candidates with an advanced educational degree from a recognized interpretation and translation program.</p>	
Licenses and Certificates:	
<p>Candidates must have a Tier 3 or Tier 4 credential from the Arizona Court Interpreter Credentialing Program (ACICP). 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>	
Summary:	
<p>Perform Spanish-to-English and English-to-Spanish interpretation and translation for judicial proceedings and related work situations in Superior Court, Juvenile Court, and Justice Court. This is a classified position that reports to the Courtroom Operations Supervisor. This position performs duties under general supervision and has no supervisory responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Interprets in consecutive and simultaneous modes English/Spanish and Spanish/English in hearings and proceedings for Superior and Juvenile Court, and other work situations as necessary. • Conducts sight translations of court documents. • Performs oral interpretation of the speech 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 proceedings. 	

- Provides Spanish/English and English/Spanish interpretation between probation officers and their clients and clients' families.
- Verifies and corrects transcription and translation of written materials per court order.
- Translates and interprets other materials as directed for court divisions and departments.
- May assist in the training of on-call and new staff interpreters.

Additional Duties:

- May travel from one work site to another for various court assignments.
- May have to react to physical confrontations quickly and effectively.
- May perform other duties and projects as assigned.

Knowledge, Skills, and Abilities:

- Must have knowledge of the English and Spanish languages at a level that allows for their idiomatic and native-like usage and comprehension.
- 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 research, learn and translate new terminology.
- Must have skills in rendering precise sight translations, simultaneous and consecutive interpretations and written translations in English/Spanish and Spanish/English.
- Must have skills with desktop computers using software products to produce written translations, and data entry skills to record 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 markings in both languages, and produce clear, neat, and accurate translations that are effectively and meaningfully the equivalent of the source language.
- Must be able to use interpreter audio equipment and translation databases.
- Must be able to work individually or as a team interpreter with both staff and daily contract interpreters.
- 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.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and court facilities or associated confidential or sensitive information, documents, communications systems, and like materials. Preference may be given to applicants who are Spanish speakers.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

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, travel to various court room assignments. Must be able to listen to multiple speakers and comprehend the meaning of their speech to speak effectively and meaningfully to the users of interpreter services. Must also be able to observe speakers clearly and recall aural and visual details.