

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

### **ANTICIPATED VACANCY**

#### **COURT INTERPRETER**

#### **Annual Minimum Salary:**

**\$71,637.32 (if certified)/\$64,473.59 (10% below minimum if not certified)**

**Position Number: 011987**

**Class Code: 7530**

#### **General Description**

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking or hearing-impaired persons to ensure due process. The position is responsible for interpreting the spoken or written word from a source language to a target language, translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data. The position works under direct supervision of the Director of Criminal Case Management.

#### **Education and Training Guidelines**

- Bachelor's degree in English, the source language, or a closely related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.
- Two years of court/legal related experience. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

#### **Licenses, Certifications, and Registrations Required:**

- Requires valid certificate as a certified court interpreter issued by the Florida State Courts System's Office of the State Courts Administrator.

*Applicants who are selected as court interpreters, but who are not certified at the time of court employment, must become certified within one year of being employed in a court interpreting position. The one-year requirement may be modified by the board on a case-by-case basis, if necessary; but, only in exceptional circumstances. See Fla. R. Court. Interp. 14.205(c).*

## COURT INTERPRETER

### **Specific Duties:**

- Assists with receiving and tracking all interpreter requests
- Coordinates and assists with daily language interpreting and translation services of all languages
- Interviews prospective contract interpreters/translators and makes determination of qualifications
- Oversees activities of independent contractors
- Collect data on interpreting activities for all contractors to report to Court Administration
- Receive, verify and process invoices for interpreting services provided by contractors
- Evaluate contractor's performance
- Communicate with court and judicial staff to coordinate interpreter services and remote interpreting needs

### **Examples of Other Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Listens to speakers' statements during regular court proceedings and prepares interpretations or interprets statements simultaneously or consecutively into specified languages orally or by using hand signs.
- Translates documents and recorded materials presented in court from a source language to a target language.
- Provides interpreting services for court appointed psychological evaluations and competency evaluations.
- Maintains message content, context and style as much as possible during interpreting process.
- Testifies as expert witness regarding accuracy of documents translated for court proceedings.
- Collects and inputs data for statistical purposes concerning the number and type of interpreting tasks performed.
- Remains current in reference information resources, such as vocabulary in legal, medical and other areas, different cultural features or local and world events.
- Assists with miscellaneous tasks such as on-the-job training for interns as directed by supervisor.

## COURT INTERPRETER

## **Competencies**

### **Data Responsibility:**

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

### **People Responsibility:**

Provides assistance to people to achieve task completion; persuades or influences others in favor of a service, course of action, or point of view.

### **Assets Responsibility:**

Requires minimum responsibility for only small quantities of low-cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **Mathematical Requirements:**

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

### **Communications Requirements:**

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex translations; makes presentations to professional groups.

### **Complexity of Work:**

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

### **Impact of Decisions:**

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **Equipment Usage:**

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as recording equipment, computer or telephone.

### **Safety of Others:**

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

## COURT INTERPRETER

### **Special Comments:**

- Understanding of legal terminology preferred.
- Experience in the State Courts system is preferred.
- An application addendum is required for final applicants.
- A thorough criminal and civil background check will be conducted on all final applicants.
- Position open until filled
- Position not available until December 1, 2024.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.