

COURT INTERPRETER

JOB DESCRIPTION

Classification Responsibilities: A Court Interpreter provides simultaneous and consecutive Spanish and English interpretation of court proceedings for Spanish-speaking defendants. This employee interprets and translates English into Spanish and Spanish into English, orally and in writing, respectively, in all types of court cases handled by the Mesa Municipal Court. This class ensures the interpreting/ translating needs of the court are met, and schedules interpreters of all languages as required by the court.

Distinguishing Features: A Court Interpreter must thoroughly understand and have a command of modes of interpretation, interpreter protocol and ethics, as well as the procedures and processes within their assigned division in order to effectively provide interpretation and translation services. The interpersonal communications in this classification requires tact, patience, and professionalism when providing interpretation and translation services. Employees in this class are expected to perform day-to-day activities independently within established guidelines and procedures under general supervision. This class receives general supervision from the Court Interpreter Supervisor for court services through meetings, reports, and conferences regarding volume, accuracy, and timeliness of work completed. The pay structure recognizes the higher-level interpreting skills and knowledge required of the position; therefore, the Court Interpreter will not be eligible to receive the added compensation as applied to the City's Bilingual Compensation Program. An employee of this class may be required to work weekends and/or holidays. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED and good (1 - 3 years) experience providing English to Spanish translating and interpreting services in a public setting, preferably involving a court system. Experience with computer applications.

Special Requirements. Must pass, or have passed, the Mesa Municipal Court's interpreting proficiency examination. Federal court certification as a Court Interpreter may be accepted in lieu of the above. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Supplemental coursework in Spanish or judicial studies, and work experience as a Court Interpreter are preferred. Graduation from an accredited college or university with a Bachelor's Degree related to the field of judicial interpretation and membership from a professional interpreter/translator association such as, but not limited to, NAJIT, ACIA, ATA, AIIC, or CCIA is desirable.

ESSENTIAL FUNCTIONS

Communication: Accurately performs simultaneous and consecutive translation of English into Spanish during court proceedings. Maintains excellent customer service skills and remains objective in dealing with the irate, emotional, and sometimes difficult general public. Communicates court policies and procedures to the general public. Prepares written legal documents, letters, reports, minutes, memos, and other correspondence in both English and Spanish.

Manual/Physical: Reviews court documents to assist the general public, a City Magistrate, and a Court Services Specialist in the courtroom to ensure efficient operations. Enters data into and operates a personal computer (PC) to update the court system and prepare legal documents and reports. Reads and writes the Spanish and English languages. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material, such as rules of court, state, and federal laws and regulations to determine appropriate actions. Prioritizes work assignments, and schedules interpreters to ensure that defendants of all languages will be assisted in court. Learns court processes and procedures, computer software applications, and other job-related material through on-the-job training and in classroom settings. Considers the country of origin, ethnic group, and level of education of each defendant in order to use the correct dialect (e.g., the differences among the Guatemalan Indian, Cuban, or Argentinean dialects). Understands and simultaneously interprets colloquialisms and legal terminology in both Spanish and English.

Knowledge and Abilities:

Knowledge of:

the Spanish language with demonstrated proficiency in proper, regional, and idiomatic usage;
the techniques of concurrent, literal interpretation and translation;
the legal and technical terminology and idiomatic and street jargon in the English and Spanish languages; and
courtroom practices and operations.

Ability to:

accurately perform simultaneous translation of English into Spanish and Spanish into English during court proceedings;
understand court procedures and processes to ensure accurate information is provided to the public;
interpret City policies, procedures, and regulations;
maintain excellent customer service skills, adapt to changing work situations, and remain objective in dealing with irate, emotional, and sometimes difficult human circumstances;
read and write Spanish, and translate correspondence as needed; and
establish and maintain effective communication and working relationships with management, coworkers, and City officials.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

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CS3943.DOCX (Full-time)

PAY GRADE: 45

EEO-Para

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-GEN

SWORN-No

INCREMENTS 81-200