

Current Job Opportunity

Date: February 13, 2018

Closing Date: May 29, 2018

Position Number: 22011441

Position Title: Court Interpreter – Certified, Spanish/English

Job Location: Florida 19th Judicial Court System, Position may work in any/all Port St. Lucie County court facilities in Martin, Indian River, St. Lucie and Okeechobee areas.

Salary Range: \$3,610.93 (Monthly*)

*The successful candidate will be hired at the minimum salary.

Job Description:

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking 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 according to set procedures.

Competencies:

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

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PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

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: *“Assets Responsibility” refers to the responsibility*

for achieving economies or preventing loss within the organization.

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: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

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

COMMUNICATION REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

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

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

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: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

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: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

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

Special Comments:

(Note: Following are examples of work performed and/or specific requirements for this position. 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.)

Interprets spoken and translates written words from Spanish to English and English to Spanish.

Listens to speakers' statements during regular court proceedings and prepares interpretations, or interprets statements simultaneously or consecutively into specified languages orally.

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.

This position may be required to perform work outside of standard work hours.

Knowledge, Skills and Abilities:

Knowledge of Microsoft Office (Word, Access, Excel and PowerPoint)

Ability to think logically and solve problems

Ability to communicate information verbally and in writing

Ability to establish and maintain effective working relationships with others

Ability to work comfortably and cooperatively in group settings

Skills and experience utilizing Video Remote Interpreting (VRI) equipment are desirable

Education and Training Guidelines:

EDUCATION: *“Education” refers to job specific training and education that is recommended for entry into the position. **Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.***

Bachelor’s degree in English, the source language, or a closely related field.

EXPERIENCE: *“Experience” refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. **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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

“Licenses, Certifications, and Registrations Required” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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

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>.

For additional information, questions, or concerns, please contact: Mary Fleming (772) 807-4383.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. Your application must be received by 11:59 p.m. on the closing date.

The successful applicant will be subject to a criminal background check.

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

We hire only U.S. citizens and lawfully authorized alien workers.

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.