

NINETEENTH JUDICIAL CIRCUIT JOB OPPORTUNITY

Date: July 10, 2019

Closing Date: Until Filled

Position Number: 22011426

Position Title: Supervising Court Interpreter

Salary: \$60,999.96/annually

*Benefits Package Available

Job Description

The essential function of the position within the organization is to supervise operations of the Court Interpreter Department. The position is responsible for supervising staff; scheduling, training, supervising and assisting with interpreting and translating assignments; managing budgets; and performing related administrative/clerical functions. The position works independently, reporting major activities through periodic meetings.

Responsibilities

- Supervises staff including recruiting, selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, and recommending progressive discipline or termination when warranted.
- Interprets oral communications from a foreign language to English and vice versa; renders oral interpretation of written text.
- Establishes goals and standards of operation to achieve compliance and formulates policies and procedures.
- Coordinates and assists with daily language interpreting and translation services; oversees activities of staff court interpreters and independent contractors; participates in development of contracts for contractor services.
- Ensures compliance by interpreters with organizational policy and procedures and determines program deficiencies and needs; makes adjustments as needed.
- Oversees, reviews, and approves expenditures for area of responsibility; provides fiscal data for preparation of annual budget; reviews and processes contractor invoices.
- Performs administrative tasks such as collecting data for the computation and submission of statistical records and reports, prepares and submits statistical information, translates correspondence and other court-related documents, and prepares periodic employee performance evaluations.
- Gathers information/data for preparing surveys and special reports to document activities in the area of responsibility.
- Remains current in reference information resources, such as vocabulary in legal, medical and other areas, different cultural features or local and world events.
- Establishes and maintains effective liaison and communication with the Judiciary, Court Administration staff, Clerk of the Court, the State Attorney's Office, the Public Defender's Office, the public and other parties relevant to the court.

Qualifications

Graduation from a four year accredited college or university with major course work in social science, public administration, public affairs, criminal justice, sociology, or a closely related field;

Three years of related experience, including two years of managerial/supervisory experience;

Certified Court Interpreter by the Court Interpreter Certification and Regulation Program (CICRP) of the Office of the State Courts Administrator (OSCA), Florida State Courts System and experience as an interpreter;

The following knowledge, abilities, and skills:

Knowledge of the specialized vocabulary used in the judicial environment.

Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions, and probation violation hearings and sentencings.

Working knowledge of laws, court rules, procedures and policies, legal documents, and legal factors pertaining to the court of assignment.

Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.

Knowledge of the calendaring procedures in the court of assignment and of modern techniques of case management.

Knowledge of modern office practices and procedures.

Ability to communicate effectively in writing, orally and through presentations.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.

Ability to accurately maintain a variety of complex records.

Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, and other private and public agency staff.

Ability to work independently with minimal supervision and recognize and establish work priorities.

Ability to handle sensitive matters with integrity and confidentiality.

Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact and patience.

Ability to translate and interpret fluently from and to different languages (one of the languages must be English). **Required language is Spanish.** The language may be spoken, written or recorded. The skill level of the language(s) must include slang, vulgarities and normal idioms.

Ability to direct professional level staff in the sequence of major activities in a manner conducive to full performance and high morale.

Ability to mentor others by advising, counseling, or guiding them regarding problems that may be resolved by professional principles.

Ability to operate dictating machines and video/audio recording devices.

Computer literate, skill in using Microsoft Word and Excel.

Excellent interpersonal skills.

Physical Demands

Work involves a significant amount of standing, walking, sitting, talking and listening; must be able to transfer up to 10 pounds.

Licenses Certifications

Must possess a valid Florida Driver's License. Required to be a Certified Court Interpreter by the Court Interpreter Certification and Regulation Program (CICRP) of the Office of the State Courts Administrator (OSCA), Florida State Courts System; Biennial Renewal and Continuing Interpreter Education (CIE) Compliance Requirement.

Education and Experience Guidelines

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 social science, public administration, public affairs, criminal justice, sociology, or a closely related field.

Experience:

Three years of related experience, including two years of managerial/supervisory experience.

How to Apply

Applicants should e-mail the following materials consolidated to HR@circuit19.org:

1. State of Florida Application, located here: [State of Florida Application](#)
2. Resume.

Court Administration - Nineteenth Judicial Circuit

HR@Circuit19.org

Attention: Lisa Jaramillo

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

The successful applicant will be subject to a criminal, employment and educational 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.

If you need an accommodation to participate in the application/selection process, please call the contact Human Resources (772) 807-4383 prior to the application deadline.