



## Superior Court, County of Santa Clara Court Interpreter

<b>SALARY</b>	\$38.58 - \$46.89 Hourly \$3,086.40 - \$3,751.20 Biweekly \$6,687.20 - \$8,127.60 Monthly \$80,246.40 - \$97,531.20 Annually	<b>LOCATION</b>	CA 95113, CA
<b>JOB TYPE</b>	Extra-help and/or Regular	<b>JOB NUMBER</b>	17/1800154
<b>DEPARTMENT</b>	Court Services	<b>OPENING DATE</b>	12/12/2022
<b>CLOSING DATE</b>	Continuous		

### Definition/Description

This recruitment will also lead to establishing an eligibility list for future Regular Full-time, Part-Time Intermittent, and Extra Help opportunities at the court.

Court Interpreters provide an essential public service, giving assistance to non-English speaking parties. They perform a wide variety of language interpretation activities on an assigned and as needed basis for the court and for parties to proceedings, other court personnel and the public and perform other job related duties as the rate prescribed above for four-hour and eight-hour assignments. Employment is for no predetermined period of time.

### Typical Tasks/Representative Duties

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court related departments at the direction of the court.
- Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Interprets between languages in court proceedings.
- Bring to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.
- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.

### Employment Standards/Typical Qualifications

#### Ability to:

Requires the ability to concentrate and deliver interpreting services in a busy and fast-paced environment. Courtroom interpreting requires the ability to adjust to speakers with differing voices and accents at varying rates of speed. Travel

within the county is required. Ability to interact professionally and cooperatively with those contacted in the course of work, ability to use office equipment, including computer, telephone and copiers.

**Knowledge of:**

Interpreter ethics and standards, as stipulated in California Rules of Court, Rule 984.4 Professional Conduct of Interpreters and correct usage of grammar.

## Supplemental Information

### MINIMUM REQUIREMENTS:

**Certificate:**

Possession of a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

**License:**

A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### ADDITIONAL RESOURCES:

Learn more about being a court interpreter at:

<http://www.courts.ca.gov/programs-interpreters.htm>

For information about the Legal and Community Interpreting Program at Laney College, go to:

<http://web.peralta.edu/apply-enroll/>

### EXAMINATION:

A screening panel will be convened to select those applicants deemed most qualified to participate in a written and/or oral examination. The examination process will include one or more of the following: application appraisal; written examination; oral examination.

### APPLICATION REQUIREMENTS:

This recruitment requires the submission of an on-line application. No paper applications will be accepted. Completion of the supplemental questionnaire required. An electronic copy of your Resume must also be submitted as an attachment to this application submission.

The court is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status. The Court provides reasonable accommodations for applicants challenged with disabilities. If you are challenged with a disability as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation in the application process, please contact Renee Hughes ([rhughes@scscourt.org](mailto:rhughes@scscourt.org)), or Pam McGee ([pmcgee@scscourt.org](mailto:pmcgee@scscourt.org)) at (408) 882-2703 to discuss your request. TDD communication is available by calling (408) 882-2787.

The Court must verify the identity and employment authorization of all new employees to comply with the 1986 Immigration Reform & Control Act. This verification is required only after an offer of employment has been made. For further information regarding the required verification, please contact Human Resources at (408) 882-2747.

#### Agency

Superior Court, County of Santa Clara

#### Address

Superior Court of CA

County of Santa Clara, California, 95113

#### Website

<http://www.scscourt.org>