



## **Court Interpreter Full Time – Spanish**

**Resumes in lieu of the application form will not be considered.**

**Closing Date: Until Filled**

**Annual Salary Range: \$88,972 – \$94,382**

**Definition:** Performs a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, and the public.

**Essential Duty Sample** (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) 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 of documents for the benefit of the court 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; Notifies the court of any issues or situations that may impede the interpreters' performance; Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology; Reviews the daily docket and receives daily calendar assignments from the Courtroom Services Manager (or other) and accurately completes daily activity logs, or other documentation as required; Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

### **EMPLOYMENT STANDARDS**

**Education / Experience:** 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

**Knowledge, Skills and Abilities:** Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes; the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting; Correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary; The ability to interpret accurately and remain impartial including in adversarial and emotionally charged situations; Knowledge and understanding of legal concepts and forensic terminology in both English and non-English language(s); Familiarity with the general range of regional and cultural variations in the specified language. Ability to conduct ongoing research into variations in terminology and usage of the specified language; Ability to use office equipment, including computer, telephone, and copiers, as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation; Ability to understand and adhere to California statutes, Rules of Court, and applicable personnel rules concerning court interpretation; Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters; Ability to interact professionally and cooperatively with those contacted in the course of work.

**Licenses and Certificates :** A valid Class "C" driver's license, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

*The Superior Court of California, County of Tulare, is an Equal Opportunity Employer*

# EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Equal Opportunity Employer:** The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

## THE EMPLOYMENT PROCESS

**Application:** Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

**Examination:** Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

**Exam Accommodation:** Disabled applicants who require special testing arrangements must contact the Human Resources Department.

**Employment List:** Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

**Appointment:** The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

**Probationary Period:** Employees appointed to full time interpreter positions serve a probationary period of 130 court-days prior to being considered regular employees.

**Condition of Employment:** Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

**Special Notice:** Candidates selected as full-time employees for positions in this classification, as a condition of employment, must join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

**Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

**Drug Free Work Place:** The Court is a drug-free workplace and has a comprehensive substance abuse policy.

## COMPENSATION

The salary range has 3 steps with approximately 3% between steps. Starting salaries are at the first step with achievement of the second step after 12 months satisfactory service.

## EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

**Vacation:** 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

**Holidays:** 13 holidays + 2 floating holidays per year.

**Sick Leave:** 12 days annually with unlimited accumulation.

**Insurance:** A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

**Retirement:** The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

**Other Benefits:** Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.**

Call our Job Information Line (559) 730-5000 option 8, option 2; Email us at [courtHR@tulare.courts.ca.gov](mailto:courtHR@tulare.courts.ca.gov) or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>