



HUMAN RESOURCES DEPARTMENT City of San Luis

COURT INTERPRETER

DEFINITION:

Under general supervision, performs simultaneous and consecutive Spanish language translation and interpreter services for the City of San Luis Municipal Court; translates documents and written materials; and performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Reviews written documents and materials; provides verbal and written translation of documents and materials from Spanish to English, and from English to Spanish; updates and maintains a variety of files, records, statistics and related documentation associated with interpreter services.
- Attends court proceedings requiring translations; translates spoken word from English to Spanish and/or from Spanish to English; translates questions, answers and other communications from Spanish to English or English to Spanish; works with defendants, witnesses, victims, family members and others having interpreter needs.
- Translates Spanish and English written materials such as court orders, notices, petitions, legal documents, letters, trial documents, and agreements; reviews translations and verifies accuracy.
- Interprets testimony, questions and answers during court proceedings, including ancillary interviews, meetings and investigations; works with justice agencies, defendants, witnesses, victims, and others as needed.
- Makes professional and precise sight translations of documents during interviews, hearings and court proceedings, including court petitions, reports, notices and agreements.
- Performs lexical and technical language research as required.
- Collects data on interpreter services and prepares reports as needed; updates and maintains a variety of files, records, statistics and related documentation and assists with budgets as needed.
- May assist with coordinating interpreter services.
- Performs related duties as assigned.



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EMPLOYMENT STANDARDS:

Knowledge of:

- Applicable State of Arizona statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements
- City of San Luis policies and procedures
- Arizona Code of Conduct for Judicial Employees
- English and Spanish languages, including vocabulary, grammar, phonology and dialects
- Statutes, ethics and standards of professional interpreting and translating
- Methods, techniques, and procedures used in simultaneous and consecutive interpreting
- Legal terminology, court operations and procedures
- Rules and regulations regarding jury activity and courtroom behavior

Ability to:

- Communicate verbally and in written form in both English and Spanish languages
- Explain court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public
- Work under pressure in a highly dynamic work environment with changing program demands and priorities
- Analyze issues and making sound recommendations for solutions
- Operate a personal computer utilizing a variety of software applications
- Establish and maintain effective working relationships with court employees, and the public

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

An Associate's Degree in a foreign language, sign language, Business or Public Administration, Criminal Justice or closely related field.

AND

Two years of progressively responsible experience interpreting and translating Spanish to and from English that includes six (6) months of translating in a legal environment or closely related duties . Other combination of education and experience may be substituted for the professional experience requirement as follows: Bachelor's degree in foreign language, interpretation or translation; or four (4) years' experience, as described above.



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LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment. Applicant must be credentialed at the Tier 3 or 4 level by the Arizona Court Interpreter Credentialing Program, or obtain credential at the Tier 3 or 4 level within 24 months from date of hire.

Special Requirements:

- Bilingual in Spanish required.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred
- Must have the ability to pass an extensive background check including polygraph examination
- Arizona Committee on Judicial Education and Training (COJET) yearly accreditation is required

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to speak and hear. Corrected hearing and vision to normal range is required.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00