



CERTIFIED COURT INTERPRETER

Salary: \$36.74/hr-\$44.66/hr
Full-time (40 hours per week)
Full Benefit Package

Announced: July 10th, 2018
Final Filing Date: Ongoing

Position Summary:

Under general direction, Court Interpreters perform literal and general interpretation in Superior Court proceedings and interviews requiring fluency in English and Spanish. Court Interpreters may also be called upon to provide site translations of court exhibits (reading written texts and giving an oral translation of text).

Example of Essential Duties:

(This is not an all inclusive list of duties). Court Interpreters provide access to justice for non-English speakers in a variety of settings requiring fluency in English and Spanish. Court Interpreters are expected to perform courtroom interpretation as assigned, by interpreting simultaneously and consecutively for the court and for defendants, victims, witnesses, attorneys and other parties to the proceedings; make site translations of documents for the benefit of the court, including, but not limited to technical, medical, and legal documents, written evidence and correspondence, reading written texts and giving oral translations of texts as well as other documents as requested by the court and related personnel; interpret and site translate at the counter as needed.

Education and Experience:

Possession of a valid Certificate as a Court Interpreter in the State of California and a current CA driver's license are required.

Knowledge, Skills and Abilities:

Required to fluently speak, read, write and translate orally in English and Spanish, being careful not to edit, summarize, or add or omit meaning. A Court Interpreter must be able to remain impartial during adversarial and emotionally charged situations. The ideal candidate will comprehend and retain dialogue in both languages at the same rate and in the same manner consistent with courtroom procedures. Ability to use general office equipment such as computers, telephones and copiers as needed and required by assignment; use transmitter and receiver equipment provided by the court for simultaneous interpretation as directed; to learn and apply a variety of Superior Court procedures and practices. Candidate must be able to understand and follow oral and written instructions; be professional, tactful, and courteous in all interactions including written and verbal communications with all staff, justice partners, and the public.

The Superior Court of California, County of Humboldt 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 accommodations to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained **in person, at HR@humboldtcourt.ca.gov or website at www.humboldt.courts.ca.gov.**

Application: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date. Applications will be accepted by mail, e-mail or by physically dropping it off at the Human Resources office. Resumes will not be accepted in lieu of the application.

It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested, including signatures and dates. Incomplete applications will be rejected.

Examination: Applicants meeting minimum qualifications will be invited to participate in the examination process.

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

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

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.

EMPLOYEE BENEFITS

- Vacation: 12 days per year, increases with longevity
- Paid Holidays: 13 + 2 personal holidays and 2 floating holidays
- Health plans: choice of CalPers Health Insurance Plans
- California Public Employees' Retirement System (CalPers)
- Dental plan
- Vision plan
- Sick Leave: 12 days annually
- Family Sick Leave: 5 days annually
- Bereavement Leave
- Term Life insurance: Court provided coverage of \$25,000 life/\$25,000 AD&D
- *Supplemental life coverage available*
- Flexible Spending Account Plan (FSA) for medical/dependent care expenses (pre-tax)
- 457(b) Deferred Compensation Plan (pre-tax)
- Employee Assistance Plan

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