

FRANKLIN COUNTY MUNICIPAL COURT

POSITION DESCRIPTION

May 26, 2023

JOB TITLE:	Spanish Interpreter (<i>Contract Only Position</i>)
DEPARTMENT:	Court Administration
REPORT TO:	Lead Interpreter
COMPENSATION:	\$40.00/hour
HOURS:	20-40 hours per week
POSTED:	May 26, 2023
DEADLINE:	Until Filled

This is a grant-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the grant or identification of other external funding resources.

JOB PURPOSE AND OVERVIEW

The Court employs Spanish-language interpreters to provide interpreting services to Spanish-speaking persons. The Court currently employs two full-time Spanish Interpreters and one part-time Spanish Interpreter. Interpreters assist the judges, magistrates, attorneys, Court employees, and others interpreting all communications with Spanish-speaking defendants, victims, witnesses, family members, and others having business before the Court.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THE POSITION

- Perform three modes of court interpreting: simultaneous, consecutive, and sight interpretation.
- Provide spoken Spanish language interpretation services to the Court.
- Sight interpret Spanish or English documents as required during Court proceedings, interviews, and other Court-related communicative events.
- Assist the Court with communication with Spanish speaking defendants, victims, witnesses, and other individuals as necessary, following court interpreter ethics.
- Maintain the confidentiality of all interpretations, they are of a confidential nature and serve impartially as required by court interpreter ethics.
- Perform interpreter duties according to established standards and in an accurate, impartial manner, and abide by any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio.
- Interpret in a manner that includes everything that is said, preserves the tone and level of language, and neither changes nor adds anything to what is said.
- Attend ongoing training to improve and maintain Spanish interpreter skills, as well as ongoing training regarding court interpreter standards of ethics and conduct, including any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio.
- Perform other duties as assigned.
- May be assigned to other positions in other departments of the Court if needed.

QUALIFICATIONS AND REQUIREMENTS

Candidates must have a combination of education, experience, skills, and personal characteristics that demonstrate the candidate's ability to perform the duties of the position. It is expected that the successful candidate will have at least the following qualifications and meet the following requirements:

- A high school diploma or equivalent.
- Ability to read, write, speak, understand, and communicate fluently in both Spanish and English.
- Two years of full-time experience in Spanish interpreting in a public setting.
- Basic understanding of legal terminology and procedures.
- Ability to render precise, accurate interpretations from English into Spanish and Spanish into English without omissions or additions.
- Ability to render interpretations promptly without hesitation.
- Thorough knowledge of the methods, techniques and procedures used in interpreting in consecutive and simultaneous modes.
- Ability to interpret both simultaneously and consecutively.
- Ability to sight interpret Spanish and English documents.
- Knowledge of the ethical codes of interpreters and protocol of interpreting, including any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio.
- Knowledge of common office practices, procedures, and equipment.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook, and Excel.
- Have good time management skills; be highly organized and detail oriented.
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high-pressure atmosphere under sometimes severe time constraints.
- Ability to communicate verbally effectively and professionally as well as in writing in English to diverse audiences.
- Pleasant personality: ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, and other conducting business with the Court.
- Conscious of and sensitive to the diversity within the Court's jurisdiction and able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials.
- Demonstrated dependability, reliability, and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

PREFERRED QUALIFICATIONS

- Associate's or bachelor's degree in Spanish or Court Interpreting.
- A certificate or other evidence of having completed a course on court interpreter ethics and conduct standards offered by the Ohio Supreme Court, the Franklin County Municipal Court, Community and Court Interpreters of Ohio, or an equivalent training.
- Certification by a member of the Consortium for State Court Interpreters Certification or Court Interpreter Certification from the Administrative Office of the U.S. Courts.
- Previous interpreting experience in a judicial, law enforcement, or legal environment.

Additional consideration will be given to applicants who have any of the following qualifications: paralegal certification or other advanced schooling in any subject; fluency in a language other than Spanish or English; the ability to speak and write a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language (ASL).

SPECIAL REQUIREMENTS

Interpreters must complete twenty-four hours of continuing education every two years, of which at least six hours must be on interpreter ethics. Interpreters must fulfill any interpreter certification requirements that may be promulgated by the Supreme Court of Ohio within a reasonable period of time after their implementation, but in no case later than two years after their implementation.

WORKING CONDITIONS

Constant moving from courtroom to courtroom as needed by judges and magistrates. Work involves a significant amount of standing and walking.

United States citizenship is not required, but a candidate must be authorized to work in the United States according to all applicable laws and rules, including those of the Department of Homeland Security and any other federal agency or department.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the Court to be sufficient to demonstrate the ability to perform the essential duties of the position.

As a part of the selection process, a candidate's interpreting skills, and knowledge of legal terminology and court procedures, will be tested in a courtroom setting by a judge and other Spanish-language interpreters. The candidate will also be required to perform written exercises to test the candidate's writing ability, understanding of court systems, knowledge of legal terminology and procedures, and basic knowledge of the Franklin County Municipal Court. Candidates who indicate knowledge of American Sign Language, or of a language other than English or Spanish, will be required to demonstrate those skills.

APPLICATION PROCESS

Completed applications, resume and cover letter describing with some specificity how the applicant's qualifications match those required for the position may be returned by electronic or hard copy submission by the posted deadline. Resumes, personal statements, letters of reference, or any other pertinent information should be included with, but not substituted for, the application. Application information and

instructions can be found online at www.franklincountymunicourt.org/employment. You will receive an email response once the submission has been received. If a response is not received within 24 hours, please contact us. It is the applicant's responsibility to ensure his or her application has been successfully transmitted and received by the Court.

Applicants invited for interviews will be contacted directly by the Court's Human Resources Assistant. As a part of the selection process, candidates may be required to perform skills tests that could include exercises to test their writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of the Franklin County Municipal Court. The candidate selected will be required to undergo a criminal-record check. Applicants are encouraged not to call or contact the Human Resources Director or any Court employee concerning their applications.

COURT EXPECTATIONS OF CONTRACT

In completing the duties and responsibilities of the position, the Court expects the contractor will adhere to all court policies, guidelines, practices, and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.