



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

POSITION TITLE: Certified Court Interpreter – Spanish
STARTING SALARY: \$3,610.93/mo.

DEPARTMENT: Court Interpreter
PAY GRADE: 282 POSITION NUMBER: 22010588

SUMMARY:

Perform skilled professional duties as a certified interpreter in judicial proceedings involving non-English speaking persons. The Interpreter is the link between the non-English party and the court. Duties include interpretation and translation of oral statement, testimony and written documents presented in Spanish.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four year college or university with a bachelor's degree in English, the source language, or a closely related field and two years of court/legal related experience, or any equivalent combination of education and experience.

AND

Must possess a valid Florida Court Interpreter Certification issued by the Florida State Courts System – Office of the State Court Administrator **OR** must have achieved passage of a state certification examination from another State equivalent and in accordance with the Florida Rules for Certification and Regulation of Court Interpreter requirements, **OR** federal courts certificate issued by the Administrative Office of the United States Courts and whose name appears on the registry of federally certified interpreters.

ESSENTIAL DUTIES:

Under the direction of the court, a certified interpreter serves as the official interpreter and translator on a daily basis for hearing, non-jury trials, and jury trials for non-English speaking defendants, witnesses and victims. Translate forms and documents utilized in court proceedings. Perform office related duties: input data into computer from daily reports, participate in workshops for court interpreters, and train/observe freelance contractual interpreters.

KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge and understanding of simultaneous, consecutive, sight and tape translation techniques and procedures. Working knowledge and understanding of the court system. Working knowledge of the Administrative Office of the Courts' operations, policies, practices and procedures. Ability to fluently speak, read and write in Spanish and English. **REQUIRES:** a valid certificate as a certified court interpreter.

HOW TO APPLY:

Interested parties should electronically send the completed application package to: **Tammy Anton** at CAD-Recruiting@pbcgov.org

Each completed package shall include the following:

- Cover Letter
- Resume
- Copy of Consortium Certification
- State of Florida application form, available at the following link:
www.floridasupremecourt.org/employment/application_writeable.pdf

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."