

THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Supervising Court Interpreter

OPEN DATE: 1-3-19

CLOSE DATE: Open Until Filled

POSITION NUMBER: 11737

SALARY: \$ 5083.33 per month

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: TBD

Distinguishing Characteristics of Work:

The supervising court interpreter oversees the workflow for the Fifth Judicial Circuit's five counties (Citrus, Hernando, Lake, Marion and Sumter) in respect to the court interpreter department. The position is responsible for supervising staff; scheduling, training, supervising and assisting with interpreting and translating assignments; knowledge of budgets; and performing related administrative/clerical functions including community outreach. The position works independently, reporting major activities through periodic meetings. The position may travel and provide services to all the five counties of the circuit as needed.

Education and Training Guidelines:

Bachelor's degree in English, the source language, or a closely related field and two years of court/legal related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Requires appropriate Court Interpreter qualification/certification.

Examples of Work Performed:

Supervises staff, including recruiting, selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Coordinates, schedules, and assists with all daily language interpreting services (including holidays and weekends); oversees activities of staff court interpreters and independent contractors; participates in development of contracts for contractor services.

Ensures compliance by interpreters with organizational policy and procedures, and determines program deficiencies and needs and makes adjustments.

Interprets complex proceedings, hearings, interviews and other court-related events in sight; simultaneous and consecutive modes of interpreting.

Reviews translations of; or translate into foreign language official forms, documents, public



signs, notices, posters, form letters, job applications and correspondence.

Actively recruits prospective court interpreter candidates for the circuit.

Interviews prospective contract interpreters/translators and makes determination of qualifications.

Gathers information/data to support periodic and special reports documenting activities for area of responsibility.

Performs administrative tasks such as collecting data for the computation and submission of statistical records and reports, translating correspondence and other court-related documents, preparing and submitting statistical information for monthly UDR reports.

Preparing or assisting with preparation of periodic and annual employee performance evaluations.

Arranges and organizes continuing education credit Court Interpreter Education (CIE) activities bi-annually.

Attends or conducts employee orientation, staff and Supreme Court Interpreters Advisory Group meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

Submit a current application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Office of the Court Administrator
Robin Hamel, Human Resources Consultant
P.O. Box 7800
Tavares, FL 32778
(352) 253-1607
rhamel@circuit5.org

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *