

THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Court Interpreter (Spanish)

OPEN DATE: 2-13-2020

CLOSE DATE: OPEN UNTIL FILLED

POSITION NUMBER: 11771

SALARY: \$ 4,583.33 per month (Court interpreter certification required)

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: Lake County

Distinguishing Characteristics of Work:

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking individuals to ensure due process. The position is responsible for interpreting the spoken or written word from a source language to a target language, translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data. The position works under direct supervision according to set procedures. The position requires travel to provide services to all the five counties of the circuit as needed.

Education and Training Guidelines:

Bachelor’s degree 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. **This position requires proof of court interpreter certification.**

Knowledge, Skills and Abilities:

Listens to speakers’ statements during regular court proceedings and prepares interpretations or interprets statements simultaneously or consecutively into specified languages. Translates documents and recorded materials presented in court from a source language to a target language. Provides interpreting services for court appointed psychological evaluations and competency evaluations. Maintains message content, context and style as much as possible during interpreting process. Testifies as expert witness regarding accuracy of documents translated for court proceedings. Collects and inputs data for statistical purposes concerning the number and type of interpreting tasks performed. Ability to communicate clearly with coworkers, management, staff and the public in a courteous and professional manner, both verbally and in writing. Effective use of business English, spelling, grammar and punctuation. Ability to research information and analyze data. Ability to prepare worksheets containing statistical data. Ability to handle sensitive matters before the court with integrity and confidentiality. Ability to handle multiple tasks with deadline requirements. Ability to work in a fast- paced environment with many interruptions. Ability to utilize word processing applications, e-mail, specialized hardware and software applications and the Internet.

HOW TO APPLY: Submit a current and complete State of Florida application and verification of required education (i.e., copy of high school diploma, college degree or college transcript) to:

Office of the Court Administrator



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Submit a current application (found on Circuit5.org) and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts AND copy of Court Interpreter Certification) 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



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