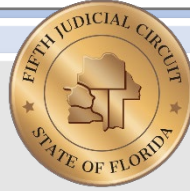


THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Assistant Supervising Court Interpreter

OPEN DATE: 12-5-2022

CLOSE DATE: OPEN UNTIL FILLED

POSITION NUMBER: 11992

SALARY: \$ 5049.46 per month

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: TBD

Distinguishing Characteristics of Work:

The Assistant Supervising Court Interpreter coordinates and schedules the daily operations of the court interpreting department to meet the interpreting needs of the judiciary and court programs for the Fifth Judicial Circuit's five counties (Citrus, Hernando, Lake, Marion and Sumter). The position may directly oversee and supervise court interpreters and court translators. Work is performed under the general supervision of the Spoken Language Supervising Court Interpreter. Work is reviewed based upon observations, periodic reports, and feedback. The Assistant Supervising Court Interpreter may travel circuit-wide to provide support and training to staff interpreters.

Education and Training Guidelines:

Bachelor's degree in English, the source language, or a closely related field and two years of court interpreting experience. This experience may be as a staff interpreter, OPS interpreter or a contractor. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Requires valid certificate as a Certified Court Interpreter issued by the Florida Supreme Court, Office of the State Court Administrator.

Examples of Work Performed:

Coordinates and schedules all interpreting and translating services provided by the court as directed by the Spoken Language Supervising Court Interpreter. This includes contractor coverage, holiday coverage, and weekend coverage.

Evaluates and trains new court interpreters.

Ensures the quality, timeliness and procedural compliance of the work conducted by the Court Interpreters and Court Translators.



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Translates or reviews translations of official forms, documents, public signs, notices, posters, form letters, job applications and correspondence.

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

Ensures compliance by interpreters with organizational policy and procedures; and determines program needs and deficiencies and makes adjustments as directed by the Spoken Language Supervising Court Interpreter.

Gathers information/data to support periodic and special reports as requested by the Spoken Language Supervising Court Interpreter.

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 as requested by the Spoken Language Supervising Court Interpreter.

Assists with preparation of periodic and annual employee performance evaluations.

Participates in the new hire process including recruiting, interviewing, selecting, or recommending selection of new hires.

Represents the Fifth Judicial Circuit at supervisor meetings and other collaborative meetings to exchange information when the Spoken Language Supervising Court Interpreter is unavailable.

Handles all other duties assigned by the Spoken Language Supervising Court Interpreter.

Remains current in reference information resources, such as vocabulary in legal, medical, and other areas, different cultural features, or local and world events

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
(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



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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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