

COURT INTERPRETER

DEFINITION

Under general direction performs a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public. May perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single level classification performs consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. Employees in this classification also perform sight translation (reading written texts and giving an oral translation of text) as needed.

TYPICAL TASKS

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court;
- makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents;
- interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court;
- notifies the court of any issues or situations that may impede the interpreters' performance;
- research and understand terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology;
- review the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required;
- may provide general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

KNOWLEDGE OF:

- Legal concepts and forensic terminology in both English and non-English language specified;
- the general range of regional and cultural variations in the specified language.

ABILITY TO:

- Interact effectively with individuals from diverse backgrounds;
- concentrate and deliver interpreting services in a busy and fast-paced environment;

- adhere to interpreter ethics and standards, as stipulated in California Rules of Court Rule, 984.4, Professional Conduct for Interpreters;
- adjust to speakers with differing voices and accents at varying rates of speed;
- interpret accurately and remain impartial in situations that may be adversarial and emotionally charged;
- to conduct ongoing research into variations in terminology and usage of the specified language;
- understand and adhere to California statutes, rules of court and applicable personnel rules concerning court interpretation.
- interact professionally and cooperatively with those contacted in the course of work
- to use office equipment, including computer, telephone, and copiers, as required by the assignment;
- use transmitter and receiver equipment provided by the court for simultaneous interpretation.

MINIMUM QUALIFICATIONS

Possess and maintain a valid Certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

ADDITIONAL REQUIREMENTS

Must possess a valid Class “C” California driver's license or have the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Travel within the county is required. Travel between counties is required if the interpreter accepts cross assignments.

PHYSICAL CHARACTERISTICS

Stamina to sit and/or stand and concentrate for extended periods of time; corrected hearing and vision to normal range.