



Court Interpreter

Class Code:
4900

Bargaining Unit: California Federation of Interpreters

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: May 30, 2014

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Under general supervision, to provide an essential public service, giving assistance to non-English speaking parties; to perform a wide variety of language interpretation activities for the court and for parties to proceedings, other court personnel and the public; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Interprets from and into English and applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
2. Makes sight translations for the benefit of the court of documents, including court petitions, reports, waivers, felony disposition statement forms and other documents.
3. Interprets for judges, attorneys, court staff and other court-related departments at the direction of the court.
4. Interprets between languages in court proceedings.
5. Brings to the court's attention any items that may impede the interpreter's performance.
6. Researches and understands legal terminology used in court and functions of the court.
7. Receives daily calendar assignments from the Interpreter Services Manager or designee and accurately completes daily activity logs or other documentation as required.

8. Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public. Processes documents related to interpretation.

9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

A Court Interpreter must comply with the employment eligibility provisions set forth in Government Code Section 71802.

AND

Certificate:

Possession of a valid certification issued by the Judicial Council of California on behalf of the State of California.

KNOWLEDGE AND ABILITIES:

Knowledge of: interpreter ethics and standards, as stipulated in California Rules of Court Rules, 984.4, Professional Conduct for Interpreters; legal concepts and forensic terminology in both English and non-English language specified; general range of regional and cultural variations in the specified language; correct usage of grammar and vocabulary of English and non-English language specified; and principles of effective public and community relations.

Ability to: convey the meaning from an into English and the applicable non-English language by interpreting in the simultaneous, consecutive and sight translation modes; understand and adhere to California statutes, rules of Court and applicable personnel rules concerning court interpretation; convey accurately, not editing, summarizing, adding meaning or omitting; interpret accurately and remain impartial in some adversarial and emotionally charged situations; conduct ongoing research into variations in terminology and usage of specified language; interact professionally and cooperatively ; establish and maintain cooperative working relationships with individuals from varying socioeconomic backgrounds; and use office equipment, including computer, telephone and copiers.