



# American Sign Language (ASL) Interpreter

Class Code: 5026

Bargaining Unit: Unrepresented Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: January 4, 2023

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general direction, performs a wide variety of American Sign Language (ASL) interpretation activities for the Superior Court in person or via remote video conference for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public.

### DISTINGUISHING FEATURES

This is a single classification that reports to the Interpreter Services Manager. Employees in this classification perform ASL interpretation in courtroom proceedings, including, jury and court trials, pretrial conferences, family court mediation services and preliminary hearings. ASL interpreters may also perform sign language interpretation services in other areas of the Court as needed to assist attorneys, jurors, employees and the public. The American Sign Language (ASL) Interpreter is distinguished from the higher-level classification of Interpreter Services Manager in that the latter develops, recommends and implements the interpretive program's goals and objectives, policies and procedures, and standards.

## 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, translates and explains information from spoken words and phrases using hand signs for the deaf or hard-of-hearing at court proceedings and for other court-related departments at various courthouses within Alameda County.

2. Interprets for judges, attorneys, court staff and other court-related departments at the discretion of the court and ensures ethical code of behavior; and protects the confidentiality of information.
3. Notifies the court of any issues or situations that may impede the interpreter's performance.
4. Researches and understands terminology used in court and functions of the court, which may include but not limited to legal, technological, scientific and/or medical terminology.
5. Reviews the daily calendar and receives assignments from the Interpreter Services Office and accurately completes daily logs, or other documentation as required.
6. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Certificate:

Possesses and maintains a valid certification issued by the Registry of Interpreters for the Deaf (RID) with a Specialist Certification for legal (SC-L) or approved certificate by the Judicial Council as defined by Evidence Code 754 and complies with the required continuing education and professional experience to enroll and maintain status with the Judicial Council as a certified court interpreter for American Sign Language.

### Special Requirements:

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## **KNOWLEDGE AND ABILITIES:**

**Knowledge of** American Sign Language to accurately convey information; stated and federal statutes, California Rules of Court, Local Rules of Court, and applicable Court policies concerning court interpretation; principles and practices of effective business and legal communication; operation of personal computers and standard business software; principles and practices of customer and video conference etiquette' correct English usage, including spelling, grammar and punctuation.

**Ability to** Translate between spoken English and American Sign Language to interpret in an accurate manner, ensuring the meaning is conveyed without editing, summarizing, adding meaning or omitting information; interpret accurately and remain impartial in adversarial and emotionally charged situations; heard, identify and understand the speech of another person without relying on visual assistance; tolerate exposure to disturbing evidence and testimony, including graphic photographs of traumatic events such as murder or domestic violence; speak clearly so that what is said is understandable to a listener; communicate effectively, orally and in writing, in English; work with people of diverse socio-economic backgrounds; maintain confidentiality of court documents, records and information; establish and maintain effective

working relationships with judicial officers, Court and County employees, vendors, members of the public and others encountered in the course of work; operate a computer using standard business software, such as Microsoft Office (Word, Excel, Outlook); operate standard office equipment.