

**ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Court Interpreter – Consortium Certified (English/Creole/Spanish)
\$33,076 - \$62,845 annually* + benefits (state funded)

***The successful applicant will be hired at the salary minimum.** Current state funded court employees may be eligible for a promotional increase within the salary range if their current salary is above the minimum.

OCCUPATION CODE NUMBER: 7515

WORKING JOB TITLE: Court Interpreter

GENERAL DESCRIPTION: An individual in this position is responsible for the accurate translation of verbal and written communications from one language to another. Work may be performed at various branch courts and/or in a courtroom, judge's chambers, attorney's office, jail, detention center or hospital.

RESPONSIBILITIES:

- Interprets oral communications from a foreign language to English and vice versa; renders oral interpretation of written text.
- Appears in court, as required, as an expert witness in order to introduce translations into evidence.
- Reviews any material translated with any party involved with a case as required.
- Certifies translations made by others as to the accuracy of the translation.
- Reviews translated material as preparation for trial.
- Interprets for defendants, judges, lawyers, witnesses, social workers, probation officers, investigators, psychologists, state attorneys, and public defenders.
- Interprets at pretrial conferences, during sworn statements, depositions, interviews, investigations, bond hearings, arraignments, the jail, plea bargains, motions, jury and bench trials, sentencings, probation hearings, domestic violence proceedings, court calendars, polygraph examinations, and landlord/tenant disputes.
- May be required to work weekends and overtime on a rotation basis.
- Performs related work as required.

QUALIFICATIONS:

Graduation from college with an associate's degree or experience as an interpreter or any equivalent combination of education and **Consortium Certified** and experience which provides the following knowledge, abilities, and skills:

- Knowledge of the specialized vocabulary used in the judicial environment.
- Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions, and probation violation hearings and sentencings.
- Ability to translate and interpret fluently from and to different languages (one of the languages must be English). **Required language is Creole, with Spanish preferred.** The language may be spoken, written or recorded. The skill level of the language(s) must include slang, vulgarities and normal idioms.
- Ability to work independently with minimum supervision.
- Skill in the use of dictating machines and video/audio cassette recorders.

- Computer literate, skill in using MS Word and MS Excel.
- Excellent interpersonal skills.

PHYSICAL DEMANDS:

Work involves a significant amount of standing, walking, sitting, talking and listening.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid Florida Driver's License

State of Florida's Consortium Certification Test required