

# Superior Court of California – County of Placer

## JOB ANNOUNCEMENT

POSITION: Interpreter – Spanish, Full-time

RECRUITMENT NUMBER: **14-07**

FINAL FILING DATE: September 12, 2014 – 3:00 p.m. ***or continuous recruitment until filled***

SALARY: Starting Salary:

Rate	Regular Full-time:	Step 1 \$33.13 per hour - \$265.00 Full Day
Rate	Regular Part-time:	Step 1 \$36.75 per hour - \$147.00 Half Day

WORK LOCATION: Roseville, Auburn and various court locations in Placer County (primary). Incumbent may be cross-assigned to a trial court in another County (Region 3 only) for short periods of time.

The Superior Court of California, County of Placer, is seeking a highly motivated and professional individual to perform the duties of a certified Court Interpreter.

### **DEFINITION**

Under general supervision, Court Interpreters perform a wide variety of language interpretation activities on an assigned and as needed basis for Placer Superior Court and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public.

### **DISTINGUISHING CHARACTERISTICS**

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

### **TYPICAL DUTIES**

When assigned, all of the essential functions and tasks listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives. Essential functions and tasks may include, but are not limited to those listed below.

- 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 of documents for the benefit of the court 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.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Reviews 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.
- Performs other language interpretation duties as assigned, such as providing general court information at an information counter or self-help center to the non-English speaking public and processes documents related to interpretation.

## **MINIMUM QUALIFICATIONS**

**Certification<sup>1</sup>:** Possession of a valid certificate as a “Certified Court Interpreter-Spanish” issued by the Judicial Council of California on behalf of the State of California.

### **Knowledge, Skills and Ability:**

- Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes;
- The meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting;
- Correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary;
- Ability to remain impartial. The ability to interpret accurately and remain impartial including in adversarial and emotionally charged situations;
- Knowledge and understanding of legal concepts and forensic terminology in both English and non-English language(s);
- Familiarity with the general range of regional and cultural variations in the specified language;
- Ability to conduct ongoing research into variations in terminology and usage of the specified language;
- Ability to use office equipment, including computer, telephone, and copiers, as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation;
- Ability to understand and adhere to California statutes, Rules of Court, and applicable personnel rules concerning court interpretation;
- Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters;
- Ability to understand and adhere to Placer Superior Court Personnel Policies.
- Ability to interact professionally and cooperatively with those contacted in the course of work.

## **OTHER REQUIREMENTS**

**License:** Possession of a valid Class “C” driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job requirements.

**Background:** Incumbent will be required to pass a criminal history information background check and drug screen. Information discovered through such a background check or drug screen may become grounds for the conditional job offer to be rescinded or dismissal from employment.

## **AGENCY SHOP**

As a condition of employment, all interpreter employees shall become and remain members of the Union or, in lieu thereof, shall pay a service fee to the Union in an amount not to exceed the standard initiation fee, periodic dues and general assessments of the Union for bargaining unit employees.

## **WORK HOURS**

**The normal workweek shall consist of ten four-hour sessions in five consecutive days Monday through Friday for a total of 40 hours. The full day work schedule consists of two four-hour sessions. A full day interpreter will be available for eight hours work, normally between 8:00 a.m. and 5:00 p.m.**

## **SALARY & BENEFIT PACKAGE**

The Superior Court values its employees and offers the following salary and benefits: salary range consists of three (3) steps; retirement plan administered by the California Public Employees Retirement System (CalPERS); health, dental, and vision plans; Court paid life and accidental death insurance plans; 12 paid holidays, 1 floating holiday, 12 paid sick days and vacation accrual starting at 10 days per year. Employees also have access to an employee assistance program and a 457 deferred compensation plan. There is also a voluntary long-term disability plan and a voluntary life and accidental death insurance program.

**Recruitment Process:** Applicants are required to submit thoroughly completed and signed documents on or before the final filing date.

1. Placer County Superior Court application
2. Background check disclosure form
3. Supplemental questionnaire
4. Court Interpreter Supplemental Employment Application
5. Ethnic Self Identification form (Voluntary)
6. Résumé (Voluntary, but a résumé can't be submitted in lieu of the application)

The Placer Superior Court application and applicable documents are available on the Court's web site [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov) or an application packet may be picked up on weekdays between the hours of 8:00 a.m. and 3:00 p.m. at the Santucci Justice Center Courthouse, 10820 Justice Center Drive, Roseville, California at the front information counter located near security. Application packets can be mailed to the Placer Superior Court, Attention: Human Resources, P.O. Box 619072, Roseville, California 95661. Or you may drop off your application packet at the Santucci Justice Center Courthouse, **Jury Services Department** (on the second floor). Application packets can't be dropped off at other court locations. Faxed applications **will not be accepted.**

**Examination Process:** Job application packets *received on or before* the final filing date will be evaluated to determine if the candidate meets the minimum qualifications and has the knowledge, skills and abilities required for the job. Applications that contain documentation that the job applicant meets the minimum requirements may be referred to a screening committee. Candidates with the most directly related experience, education, and training may be invited to a written, performance and/or oral exam. Not all applicants will advance to an interview.

Applicants requesting an accommodation in the examination/interview process are asked to contact Human Resource at least five (5) working days before a scheduled examination and/or interview.

**Selection Process:** Reference checks are required before an offer of employment is made. Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Contract Act of 1986. In the event the Court extends an employment offer, other requirements must be met as defined below. Eligible job applicants will be notified via telephone or letter of the written and oral examination prior to scheduling. ***It is the applicant's responsibility to notify Human Resources of a change of address or telephone number.***

#### **OTHER REQUIREMENTS**

- Criminal History and Background Check – Candidates are required to pass a criminal history information check by the Federal Bureau of Investigations (FBI) and Department of Justice (DOJ).
- Drug Free Work Place – The Placer County Superior Court is a drug-free workplace and has a comprehensive substance abuse policy. Some positions may require a drug screen test. Test results indicating the use of illegal drugs may become grounds for conditional job offer to be rescinded or dismissal from employment.
- False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.
- Satisfactory driving record and proof of automobile insurance (if applicable to the job).

The information provided in this job announcement is general in nature and does not constitute an express or implied contract.

**The Superior Court of California, County of Placer is an  
Equal Opportunity Employer**

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<sup>i</sup> <http://www.courts.ca.gov/programs-interpreters.htm> for more information regarding the certified Court Interpreter, please visit the judicial branch of the California Courts website. Click on the program tab once on the site for additional information, FAQ and video on Court Interpreters.