



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### STATE-FUNDED POSITION

Four Vacancies

Posting Date: August 3, 2018

Priority Cut-off Date: Until Filled

**POSITION TITLE:** Court Interpreter - Spanish  
**MINIMUM SALARY:** \$4,125.00 – 4,583.33/mo.\*

**DEPARTMENT:** Court Interpreter Center  
**PAY GRADE:** 21 **POSITION#:** 010500, 011716,  
010502 & 010541

**SUMMARY:** Perform skilled professional duties as a certified or provisionally approved interpreter in judicial proceedings involving non-English and limited English speaking persons. The Interpreter serves as the connection between the non-English and limited English speaking person and the court. Duties include interpretation and translation of oral statements, testimony and written documents presented to the court in Spanish.

**MINIMUM QUALIFICATIONS:** Bachelor's degree with major course work in Spanish language or Bachelor's degree, supplemented by specialized training in the Spanish language at a training institution and court/legal related experience.

#### **AND**

Must possess a valid Certified or Provisionally Approved Interpreter designation issued by the Florida State Court System, Office of the States Court Administrator.

**PREFERRED QUALIFICATIONS:** Certified Interpreter designation.

**ESSENTIAL DUTIES:** Under the direction of the court, the court interpreter serves as the official court interpreter and translator on a daily basis for hearings, non-jury trials and jury trials for non-English and limited English speaking defendants, witnesses and victims.

Translate forms and documents utilized in court proceedings.

Perform office related duties, record and input daily report interpretation data into computer, compile and report monthly statistical hearing data, participate in training workshops for court interpreters and train/observe freelance contractual interpreters.

**KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge and understanding of simultaneous, consecutive, sight and tape translation techniques and procedures. Working knowledge and understanding of the court's legal system. Working knowledge of the Administrative Office of the Courts' operations, policies, practices and procedures. Interpreters are required to be familiar with the Florida Rules for Certification and Regulation of Spoken Language Interpreters, and must adhere to the interpreter Model Code of Professional Responsibility. Ability to fluently speak, read and write in Spanish and English. Ability to work independently in a high stress environment. Requires a valid designation as a provisionally approved or certified court interpreter. Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses and 457 Tax Deferred Retirement Plan.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)), and 4) a copy of the provisionally approved or certified interpreter certificate in one (1) PDF file via email to [cprs@fljud13.org](mailto:cprs@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 4 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. If you need accommodation to participate in the application/selection process, please call (813) 272-6330.

\* The successful candidate will be hired either at the minimum salary for a Certified Interpreter or 10% below the minimum if the candidate is a Provisionally Approved Interpreter. A successful provisionally approved candidate selected for the position shall be required to become certified within one (1) year of being employed in the court interpreter position pursuant to Rule 14.205(c) of the Florida Rules for Certification and Regulation of Spoken Language Interpreters. The Florida State Court System (SCS) is not responsible or authorized to pay for the costs associated with becoming a certified interpreter.