

COURT INTERPRETER

DEFINITION

Under supervision, to perform a wide variety of interpreting and translating activities for the Superior Court of California, County of San Francisco, and for persons doing business with the court; and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this classification perform interpretive services from and into English and the applicable non-English language, including sign language, on a regular and permanently assigned basis. These interpretive services occur most often in court room settings during court proceedings, but may also occur outside of court. The work is performed for both the criminal, civil and family courts. Positions in this class require a high level of fluency and a wide vocabulary in both languages. This is distinguished from other classes which may receive a pay premium for the regular and routine use of languages other than English in the normal course of performing other duties. This class has the primary responsibility for the accurate oral conveyance of the meaning from one language to another for the use by and benefit of other persons. This is a single level classification with incumbents required to perform at the journey level. This is not a supervisory classification.

REPORTS TO

Supervising Court Interpreter, Court Manager or Court Administrator, as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- 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 for the benefit of the court of documents 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.
- Interprets between languages in court proceedings.
- Brings to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.

- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor 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 to the non-English speaking public and processes documents related to interpretation.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, for extended periods and frequently walk, bend, stoop, lift, and stretch; manual dexterity and eye-hand coordination as required for the specific language used; corrected hearing and vision to normal range; verbal communication, litigants and the public; use of office equipment as required by the assignment.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with judges, staff, attorneys, litigants, community groups; and the general public.

QUALIFICATIONS

Certification:

For spoken language interpreters, possession of a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California.

For sign language interpreters, possession of a valid Certificate (1) as a SC:L (Specialist Certificate: Legal) issued by the Registry of Interpreters for the Deaf, or (2) as a level VI issued by the California Coalition of Agencies Serving the Deaf.

Training and Experience:

One year of the equivalent of full time experience acting as an interpreter-translator in a courtroom or in a business environment.

Knowledge of:

- Legal terminology and functions used in court;
- Correct usage of grammar, spelling and punctuation of English and the language being interpreted;
- Interpreter ethics, standards and techniques;
- Legal clerical office practices, procedures and policies.

Ability to:

- 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;
- Convey the meaning of the text from and into English and the applicable non-English language by written translation.
- Comprehend and retain dialogue in both languages at the same rate and in a manner consistent with courtroom procedures (I don't think you need this now. The first bullet infers this requirement,);
- Establish and maintain effective working relationships with judges, attorneys, witnesses, other court personnel, supervisors and co-workers;
- Learn and apply a variety of court procedures and practices;
- Follow instructions.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice.