

**Superior Court of California,
County of Solano
Job Announcement**

**SENIOR INTERPRETER
RECRUITMENT # 2015-03**

Salary: \$74,558 annually

CLOSING DATE: June 9, 2015

Job Definition

Under direct supervision, assists in supervising and coordinating the activities of the interpreting services unit; serves as court interpreter in various courtrooms and departments of the court; may serve as back up Interpretive Services Coordinator when the incumbent is not available. This classification is represented and is non-Exempt under the Fair Labor Standards Act.

Essential Functions (Core Competencies)

- Performs verbatim simultaneous and consecutive interpretation from English to a different language and vice versa in court proceedings for non-English speaking defendants and witnesses.
- Translates questions and explanations during proceedings from English to a different language and translates the replies and statements made into English for the use of the Court.
- Translates correspondence and court-related documents from a different language to English and vice versa.
- Assists staff with translating and interpreting problems occurring in daily contact with the public.
- Serves as an official Court Interpreter in the various departments or divisions of the court.
- May testify in court as a technical expert on the language interpreted.
- Assists in the coordination of the daily assignment of official or “pro tem” court interpreters/translators to courtrooms or divisions of the court on any case type, as required.
- Trains and provides orientation for official and “pro tem” court interpreters/translators as necessary.
- Reviews and pre-approves vendor claims for per diem fees of pro tem court interpreters/translators, when necessary.
- Arranges the ordering of special interpreting supplies.
- Participates in interviewing, selecting, training and evaluating new staff. Recommends corrective or disciplinary action, when necessary.
- Interprets codes, policies, and new procedures for staff.
- Develops and writes procedures for work performed within the unit.
- Prepares statistical and workload reports, makes improvements to processes and procedures.
- Performing other related work as required by business needs or as assigned.

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Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Basic Court administrative procedures including contract and vendor payment processes.
- State requirement and procedures for interpreter certification.
- Language training resources available related to courtroom and technical terminology, idioms, slang, and other interpretation-related areas.
- Basic office procedures and equipment, including typing or word processing.
- Basic principles of supervision and evaluating employee performance.
- Microsoft Word and Outlook.

Ability to:

- Speak, read and write English and another language fluently, including idioms, slang, legal and common technical terms (e.g. ballistics, drugs, etc.), punctuation, spelling and grammar.
- Perform simultaneous translation of languages rapidly and accurately while preserving details and meaning, and dealing with idioms, slang, and legal or technical terms.
- Retain and recall conversation accurately and without need for repetition.
- Maintain confidentiality of information.

Educational and Work Experience Requirements

Graduation from high school or equivalent

AND

- Certification by the State of California as a qualified interpreter
- At least three (3) years of experience interpreting and translating for a recognized public or private agency.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects; reach with hands and arms; may need to climb stairs; talk or hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level and traffic level in the work environment are similar to a busy office.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013).
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered through CalPERS), Delta Dental (HMO & PPO plans), VSP vision insurance, with generous employer contribution toward premiums.
- Supplemental retirement plan (457 deferred compensation plan)
- Flexible spending account for qualifying medical, dependent care, and/or transportation expenses.

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- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents.
- Sick leave, vacation leave, and floating holidays.
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 20,800 hours worked.

Recruitment Process

To be considered for this position, job applicants are required to submit a completed official court application and a résumé are required to sign and date both documents. An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel will conduct a structured oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list. Reference and background checks are required.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov or forms may be picked up from the Court's Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes, e-mails, or postmarks are not accepted. The Executive Office is open 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding Court holidays.