

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

**Interpreter - Spanish
RECRUITMENT # 2015-04**

Salary: \$73,538 annually

CLOSING DATE: July 1, 2015

Job Definition

Under general supervision, this technical level position performs oral language interpretation to and from English and Spanish in court proceedings, in court related matters and may perform language interpretation in all areas of court business; may translate court-related correspondence or documents. This position is represented by SEIU and non-exempt from the Fair Labor Standards Act. There is currently one vacancy.

Essential Functions

- Performing accurate simultaneous and consecutive interpretation from English to Spanish and vice versa in court proceedings for non-English speaking defendants and witnesses.
- Interpreting questions and explanations during proceedings from English to Spanish and interpreting the replies and statements made into English for the use of the Court.
- Assisting attorneys and court staff in communicating with defendants, litigants and witnesses both on and off the record.
- Translating correspondence and court-related documents from Spanish to English and vice versa.
- Assisting staff by translating and interpreting any communication occurring in daily contact with the public.
- Serving 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.
- Complying with established ethical codes and rules regarding confidentiality of information as set forth in the California Rules of Court, Rule 2.890.
- Performing other related work as required by business needs. (Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law).

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

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

- Fluency in oral interpretation and written translation between English and Spanish, including idioms, slang, legal and common technical terms (e.g. ballistics, drugs, etc.), punctuation, spelling and grammar.
- Ability to perform simultaneous translation of languages rapidly and accurately while preserving details and meaning and dealing with idioms, slang, and legal or technical terms.
- Retaining and recalling statements accurately and with minimal need for repetition.
- Attention to detail.
- Knowledge of state requirements and procedures for obtaining and maintaining interpreter certification.
- Knowledge of language training resources available related to courtroom and technical terminology, idioms, slang and other interpretation-related areas.
- Modern office equipment, which may include computer, computer programs, fax, copier, etc.
- Understand and follow oral and written instructions.
- Communicate with diplomacy and courtesy.
- Establish and maintain effective working relationships.
- Exercise sound independent judgment within general policy guidelines.
- Organize and manage multiple priorities.
- Perform work that is assigned, scheduled and prioritized by others.

Work Experience Requirements

- Must have valid certification by the State of California as a qualified court interpreter in Spanish.
- Must be able to work at court locations in Fairfield and Vallejo, as needed.

Physical Requirements and Work Environment

The duties assigned to this position requires standing or sitting for long periods of time, talking for long periods of time, walking, use hands to finger, handle, pinch, pull objects, reach with hands and arms, and may need to climb stairs. The noise and traffic level in the work environment are similar to a busy business 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.
- 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.

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Recruitment Process

To be considered for this position, job applicants are required to submit a completed official court application and a résumé. 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 application forms may be picked up from the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to Court Human Resources, PO Box 2465, Fairfield CA 94533 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.