



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

COURT INTERPRETER (SPANISH)
\$275.00 - \$292.00/per day Full-Time

FINAL FILLING DATE: Open until filled

THE POSITION

Under general supervision, to provide consecutive and simultaneous interpreting services for persons who do not speak English or who have difficulty understanding English; to be responsible for interpreting all verbal and written communication pertaining to the matter being heard; to interpret statements made by judges, attorneys, and expert witnesses, all of whom frequently use legal and technical terminology, and to interpret statements of defendants or other parties, some of whom may possess very limited language skills; and to do related work as required. This position may travel to different work locations such as Central California Women's Facility (CCWF), and Valley State Prison (VSP) and Department of Corrections.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES

- Performs verbatim, simultaneous interpretation for defendants and witnesses in court.
- Assists attorneys representing non-English speaking defendants by interpreting before and after court, conducting interviews relative to pre-hearing testimony and post-hearing orders.
- Prepares written translation of documents, letters and other related materials as required by the court.
- Interprets and prepares written translations of technical, medical, legal, and other documents and correspondence for the court.
- Assists court staff by interpreting for customers during office visits and incoming calls.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- English and a second language usage, spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.
- Court translation practices and procedures.
- Legal and technical terminology as used in court proceedings.

Skill to:

Simultaneously interpret/translate accurately at a rate of approximately 120-140 words per minute in a designated language.

Ability to:

- Learn the functions, policies and procedures of the Madera County Court System.
- Interpret/translate accurately without adding, deleting, paraphrasing, or changing the meaning of the matter.
- Perform consecutive interpreting accurately without lengthy hesitation and with little or no need to have material repeated.
- Use correct spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires one year of experience in a position requiring extensive public contact and interpretation/translation work **AND** equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

Must possess a valid certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California. **A copy of the “Certified Court Interpreter” Certificate must be submitted with the official application.** Possession of, or ability to obtain, an appropriate valid driver’s license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

PHYSICAL EXAMINATION REQUIREMENTS

As a condition of employment with Superior Court, County of Madera, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

BENEFITS

Benefits of employment with Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the California Public Employees’ Retirement System (CalPERS) pursuant to the provisions of the California’s 2013 Pension Reform Act (ACT) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or “classic member” will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%.

Superior Court, County of Madera Court Interpreter Job Announcement (cont)

Individuals with no current or prior CalPERS membership status and who are defined as “new members” or new employees under the ACT will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate’s education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

APPLICATION PROCESS:

Please review the Application Guidelines for application requirements. The application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court Human Resources Division. Office hours are 8am – 5pm, Monday – Friday or by calling to request an application at (559) 416-5517.

MAILED APPLICATIONS:

If an application is mailed, the application and all required documents must be received. The application may be mailed to:

**Madera Superior Court
Human Resources Division
200 South G Street, Madera, Ca 93637**

FINAL FILING DATE:

Open Until Filled

NOTE: Emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Updated: October 2015