



## Third Judicial Circuit of Florida

Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties  
Administrative Office of the Courts  
4424 NW American Lane, Ste. 101, Lake City, Florida 32055

### Employment Opportunity COURT INTERPRETER

Position Number: \_\_\_\_\_ Application Deadline: **Open Until Filled**  
Starting Annual Salary: **\$69,550.80 (10% below minimum if not certified)**

The essential function of the Certified Spanish Court Interpreter position is to interpret legal proceedings for non-English speaking persons to ensure due process. The position is responsible for interpreting the spoken or written word from a source language (English) to a target language (Spanish), translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data.

#### Education, Experience, Licenses, Certifications and Registrations:

- Bachelor's degree in English, the source language, or a closely related field. Relevant experience may substitute for recommended educational level on a year-for-year basis.
- Two years of court/legal related work experience.
- Possess a Certified Court Interpreter certification issued by the Florida Supreme Court; Office of the State Court Administrator. In the alternative, must have achieved passage of a state certification examination from another State equivalent and in accordance with the Florida Rules for Certification and Regulation of Court Interpreter requirements; or possess Federal courts certificate issued by the Administrative Office of the United States Courts and appear on the registry of federally certified interpreters. (Individuals hired without Florida Supreme Court certification must become certified within one year from the date of hire or face dismissal).
- Possess a valid Florida Driver's License

**Knowledge, Skills, and Abilities:** Working knowledge and understanding of the court's legal system; ability to fluently speak, read and write in Spanish and English; ability to work independently in a high stress environment; knowledge of the Florida Rules for Certification and Regulation of Spoken Language Court Interpreters.

**How to Apply:** All applications must be submitted through the People First website listed below, and include a cover letter, resume and verification of certification. **Incomplete applications may not be considered.** The People First website is as follows:  
<http://peoplefirst.myflorida.com/peoplefirst>

We hire only U.S. citizens and lawfully authorized alien workers.

**Please note:** If you need accommodation to participate in the application/selection process, please call Lisa Butler at (386)754-7107. Persons using a TDD may call the contact person through the Florida Relay Service at (800)955-8771. The successful applicant will be subject to a criminal background check. EOE.