



## 15th Judicial Circuit Court (FL) Certified Court Interpreter - Spanish

<b>SALARY</b>	\$73,205.76 Annually	<b>LOCATION</b>	Main - 205 N. Dixie Hwy West Palm Beach, FL
<b>JOB TYPE</b>	Full-Time	<b>DEPARTMENT</b>	Court Interpreter Office
<b>OPENING DATE</b>	04/17/2023		

### SUMMARY

**Advertisement Revised: 1/11/2024**

**NEW SALARY: \$73,205.76** (annual salary of \$69,550.80 plus competitive area differential pay of \$3,654.96). Perform skilled professional duties as a certified interpreter in judicial proceedings involving non-English speaking persons. The Interpreter is the link between the non-English party and the court. Duties include interpretation of oral statements and testimony as well as translation of written documents presented in Spanish.

The Fifteenth Judicial Court Main Courthouse is located in West Palm Beach. Occasional travel to the other Circuit Courthouses is required.

### ESSENTIAL DUTIES

- Serve as the official interpreter and translator on a daily basis for hearings, non-jury trials, and jury trials for non-English speaking defendants, witnesses and victims.
- Translate forms and documents utilized in court proceedings.
- Perform office related duties
- Input data into computer from daily reports
- Participate in workshops for court interpreters
- Train/observe freelance contractual interpreters

*The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification.*

### MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

Graduation from an accredited four year college or university with a bachelor's degree.

Two years of court/legal or related experience, or any equivalent combination of education and experience.

*Relevant experience and/or education may substitute for the recommended minimum qualifications on a year-for-year basis.*

**AND**

Must possess one of the following:

- A valid Florida Court Interpreter Certification issued by the Florida State Courts System (**Please upload proof of certification**) – Office of the State Court Administrator
- A provisional approval by the Florida State Courts System (**Please upload proof of approval**) – Office of the State Court Administration.
- Passage of a state certification examination from another State equivalent to and in accordance with the Florida Rules for Certification and Regulation of Court Interpreter requirements,
- Federal courts certification issued by the Administrative Office of the United States Courts and whose name appears on the registry of federally certified interpreters.

*If selected and provisionally approved, the Court Interpreter Certification must be obtained within one year of employment.*

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge and understanding of simultaneous, consecutive, sight and tape translation techniques and procedures.
- Working knowledge and understanding of the court system.
- Working knowledge of the Administrative Office of the Courts' operations, policies, practices and procedures.
- Ability to fluently speak read and write in Spanish and English.
- **REQUIRES:** a valid certificate as a certified court interpreter.

#### **ADDITIONAL INFORMATION**

**NOTICE:** Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

**Americans with Disabilities (ADA):** If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 **at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**

#### **Agency**

15th Judicial Circuit Court (FL)

#### **Address**

205 N. Dixie Highway

West Palm Beach, Florida, 33401

#### **Website**

<https://www.15thcircuit.com/>

### **Certified Court Interpreter - Spanish Supplemental Questionnaire**

#### **\*QUESTION 1**

**Do you possess a valid Florida Court Interpreter Certification issued by the Florida State Courts System?**

Yes

No

\* Required Question