

Court Interpreter

Program/Dept.: Court Interpreting Services / Court Services
Location: Bunnell, Daytona Beach, DeLand, Palatka, or St. Augustine
Position #: TBA
Annual Salary as of 7/1/2024: \$71,637 (or \$64,473 if not yet certified)
Deadline to Apply: Open Until Filled

Function:

This position reports to the Supervising Court Interpreter and provides English to Spanish (and vice versa) interpreting & translation services to ensure due process in legal proceedings throughout the four-county circuit. This position will be expected to be thoroughly familiar with and comply fully with the **Code of Professional Conduct** as set forth in Part III of the *Florida Rules for Certification and Regulation of Spoken Language Court Interpreters*. Headquarters are subject to change based upon the needs of the court.

Minimum Requirements:

Any combination of related college education and/or court/legal experience totaling 6 years is required. If not already certified, must be a Registered Interpreter at the time of hire and attain status as a Certified Interpreter within one year. See option 2 at the following website for more information regarding the certification process: <https://www.flcourts.gov/Resources-Services/Court-Services/Court-Interpreting/Steps-to-Certification>

Knowledge, Skills and Abilities:

Ability to communicate effectively, tactfully and in a professional manner with the public, attorneys, judges and all courthouse personnel. Knowledge of and ability to use correct English grammar, spelling, and punctuation. Ability to collaborate with court personnel on the most effective delivery of interpreter services to satisfy the needs and obligations of the court. Ability to use a personal computer and Microsoft Word applications (Word, Excel, and Access). Ability to organize work, establish priorities, and meet deadlines. Ability to manage multiple assignments. Ability to use independent judgment and discretion concerning confidential information.

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please submit a completed and signed State of Florida Application: Go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6577 to have one sent to you.

**Court Administration –
Human Resources
101 N. Alabama Ave
Suite B-206
DeLand, FL 32724**

If you are disabled and require an accommodation to participate in the application/interview process, please contact Anne Pierce at 386-626-6561 or apierce@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA