

Court Interpreter (Spanish)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the direction of the Court Operations Manager, the Court Interpreter will provide Spanish to English interpretation and translation services, coordinate interpretation services for non-English speaking clients, maintain a record of interpretation activities, prepare related statistical reports, and perform duties to support the Data and Systems Management team.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs general and/or specialized language interpretation and translation services for court operations and proceedings both in person and virtually.
- Performs verbal and sight interpretation in simultaneous and consecutive modes for court proceedings, hearings, interviews, and other court related events.
- Acts as facilitator of remote interpreter hearings in the courtroom for interpreter needs in languages other than Spanish.
- Translates official forms, documents and other legal documents and correspondence.
- Responsible for scheduling and coordinating contract interpreters for all language needs.
- Assists non-English speaking persons in completing forms required for the court and assists non-English speaking walk-in persons in the court facilities.
- Acts according to the standards of ethics and professional conduct established by the Nevada Administrative Office of the Court (AOC).
- Prepares reports and maintains statistics of the types and number of interpretation services requested, the languages requested and others, as required.
- Responds to and assists in resolving difficult and sensitive citizen inquiries.
- Transcribes taped interviews or court material as required.
- Perform general clerical duties when not required to interpret or translate.
- Promotes and supports the overall mission of the court by demonstrating courteous and cooperative behavior when interacting with members of the public or court staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

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Both English and Spanish, fluent, native-like mastery level.

Appropriate English and Spanish grammar and syntax.

Proper grammar observed during formal, consultative, and casual modes of conversation in English and Spanish.

English and Spanish vocabularies typically used in formal, consultative, and casual modes of conversation in justice systems contexts, including colloquial slang, idiosyncratic slang, and regionalisms.

Specialized vocabulary or terminology in English and Spanish related to court proceedings, injury and physical and mental illness, tests and laboratory analysis related to alcohol and drugs, and slang expressions related to drug use.

Dialectical varieties of English and Spanish.

Theory, method, techniques, ethics, and standards of interpreting.

Ethical codes for interpreters and protocol of interpreting.

Standards and laws pertaining to court interpreting and basic court procedure.

The organization of courts and their relationships to other agencies

Communicate with individuals from a variety of cultural backgrounds and socio-economic levels.

Communicate clearly and concisely, both orally and in writing, by telephone or FAX or in person.

Organizational operations, functions, and scope of authority of the court or activity to which assigned.

Business and case processes of the Reno Municipal Court.

Pertinent codes, statutes, and regulations governing Municipal Court operations. Pertinent legal procedures and documents used in court cases.

Principles and methods of record keeping and report preparation: numerical, alphabetical, and subject matter filing systems.

Basic mathematical principles.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Operating characteristics of information systems and other computer software programs utilized by the Court.

English usage, spelling, grammar, and punctuation.

Methods and techniques of dealing with the public.

Ability to:

Accurately perform simultaneous translation of English into Spanish and Spanish into English during court proceedings.

Read, write, and translate Spanish to English.

Read, understand, and review documents for accuracy and relevant information.

Thoroughly understand and have a command of modes of interpretation, interpreter protocol, and ethics.

Capable of understanding courtroom interpreter technology and connecting remote interpreter services.

Use initiative and independent judgment to accomplish and prioritize tasks.

Use tact, discretion, and prudence in working with others.

Devise creative solutions to resolve common errors.

Independently perform advanced journey level specialized clerical, technical, and administrative duties in support of the Reno Municipal Court.

Understand the organization, operation, and services of the Court and of outside agencies as

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necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative and departmental policies and procedures.

Understand, interpret, and apply the pertinent codes, statutes, and regulations governing Municipal Court operations.

Interpret and apply statutes and instructions related to court proceedings.

Compile, maintain, process, and prepare a variety of records and reports.

Maintain excellent customer service skills, adapt to changing work situations, and remain objective in dealing with irate, emotional, and sometimes difficult human circumstances.

Establish and maintain effective communication and working relationships.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from high school or GED and two (2) years of translation/interpretation experience in a legal setting or graduation from an accredited college or university with a bachelor's degree in Spanish or related field.

Licenses and Certifications:

Must hold license as Nevada Certified Court Interpreter. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation. If licensure is held in a state outside of Nevada, interpreter certification process for Nevada, will be required as soon as practicable through the AOC.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.