



County of El Paso

COUNCIL OF JUDGES ADMINISTRATION - LICENSED COURT INTERPRETER

SALARY	\$31.81 - \$37.36 Hourly \$66,162.87 - \$77,699.59 Annually	LOCATION	TX 79901, TX
JOB TYPE	Full Time Regular	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2023-00087	DEPARTMENT	Council of Judges
DIVISION	COUNCIL OF JUDGES ADMIN	OPENING DATE	02/28/2023
CLOSING DATE	Continuous		

Minimum Qualifications

*Salary Dependent on Qualifications.
Relocation Assistance May Be Available for this Position.*

Acceptable Experience and Education

Bachelors degree in languages and one (1) year experience as a translator or interpreter;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Licensed in Court Interpretation by the Judicial Branch Certification Commission (JBCC) with Master level designation.

Interpreters are required to attain sixteen hours of continuing education (CEU) per year.

Typical Duties

Interprets for the Court all proceedings from arraignment to motions, to trials and sentencing.

Interprets court proceedings for an individual who can hear but who does not comprehend English or communicate in English so that the defendant can participate in his own defense (from voir dire to summation);

Provides sight and written translation of English or Spanish documents as required;

Exercises independent action by determining when interpreting services are no longer needed and requests to be excused for further interpreting assignments.

Interprets between the defendant and his attorney when appropriate, but during the course of the trial only;

Interprets simultaneously during juvenile proceedings to non-English speaking to juveniles and/or parents (from one parent

to several sets of parents).

Interprets for any witnesses called to testify from the witness stand; interprets the Judge's or attorney's questions to Spanish and the witnesses' responses to English, in-jury or non-jury trials.

Interprets for the Grand Jury for non-English speaking Spanish-speaking witnesses whenever time permits;

Interprets for the jury panel qualifications sessions;

Translates legal documents and other evidentiary material for the benefit of the court or jury when directed to do so by the court;

Takes the constitutional oath of office and an oath that the interpreter will faithfully interpret all testimony given in court;

Attends and participates in meetings, training and information sessions;

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Other Important Duties*

Performs such other related duties as may be assigned.

Be available to follow the trial schedule, which may require working early or late, or on weekends; and

As members of the County of El Paso Emergency Response System, all El Paso County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and/or perform certain emergency services at the direction of their supervisor.

Job Summary

The Licensed Court Interpreter interprets verbatim in simultaneous, consecutive Spanish into English and English into Spanish. The incumbent provides simultaneous and consecutive interpreting services of court proceedings, hearings, interviews, and other court related events. The incumbent performs other court related duties as required.

Additional Information

Minimum Requirements: Knowledge, Skills, and Abilities

Knowledge of: the County system; the principles and practices of effective customer service; English/Spanish usage, grammar, punctuation and spelling; techniques for effective interpersonal communications; modern office procedures, methods and computer equipment to include Windows and Microsoft based products; legal terminology in criminal, civil and juvenile cases; departmental programs, policies and operations as applied to the work performed. **Skill/Ability to:** Communicate effectively, verbally and in writing, in both English and Spanish; translate from Spanish to English and English to Spanish effectively; read, compose and comprehend simple instructions, short correspondence and memos, in both English and Spanish; maintain a professional demeanor during stressful situations; respond to citizen requests in a courteous and effective manner; make sound and reasonable decisions in accordance with laws, ordinances, regulations

and established procedures; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks be able to plan and execute work both independently and as a team member; display a high degree of self-motivation; control emotions; read aloud; public speak; able to deal with the public; operate personal computer using standard office operating software and general office equipment; prepare and maintain records; maintain filing systems; communicate effectively both orally and in writing; to deal with the public courteously and effectively; work under stressful conditions, and establish and maintain cooperative and effective relationships with those contacted during the course of work; Pass a Criminal Background Check; Bilingual (English-Spanish) required;

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

Agency

County of El Paso

Address

500 E. Overland Ave.

El Paso, Texas, 79901

Phone

(915) 546-2218

Website

<http://www.epcounty.com/jobs>

COUNCIL OF JUDGES ADMINISTRATION - LICENSED COURT INTERPRETER Supplemental Questionnaire

*QUESTION 1

Which of the following best describes the highest level of education?

- High School Diploma or equivalent
- 30 to less than 60 hours of college coursework
- More than 60 hours of college coursework
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

*QUESTION 2

Which of the following best describes your experience as a translator or interpreter?

- No experience
- Less than 1 year experience

- 1 to less than 2 years experience
- 2 to less than 3 years experience
- 3 to less than 4 years experience
- 4 to less than 5 years experience
- More than 5 years experience

***QUESTION 3**

Are you Licensed in Court Interpretation by the Judicial Branch Certification Commission (JBCC) with Master level designation?

- Yes
- No

***QUESTION 4**

Do you possess working knowledge of street slang, jailhouse slang, legal, medical, business and technical vocabulary in English and Spanish?

- Yes
- No

***QUESTION 5**

Do you have or can obtain by date of hire a driver's license applicable to the job responsibilities, with a driving record acceptable to El Paso County.

- Yes
- No

***QUESTION 6**

I UNDERSTAND In order for my application to be considered complete, I must answer all the questions in this application. Incomplete or illegible applications will be rejected. A résumé and/or other documents WILL NOT be accepted in lieu of a completed application. Comments such as "See Résumé" are not acceptable and will result in the application being considered incomplete.

- Yes
- No

* Required Question