



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

**CERTIFIED SPANISH COURT INTERPRETER,
PRO TEMPORE (IPT)
\$46.50 - \$49.34/ Extra Help Hourly Rate**

Final Filing Date: Open Until Filled

THE POSITION

Under general supervision, to provide consecutive and simultaneous interpreting services for persons who do not speak English or who have difficulty understanding and expressing themselves in English; to be responsible for interpreting all verbal and sight translating all written communication pertaining to the matter being heard; to interpret statements made by judges, attorneys, and expert witnesses, all of whom frequently use legal and technical terminology, and to interpret statements of defendants or other parties, some of whom may possess very limited language skills; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES

- Performs verbatim, simultaneous interpretation for defendants and witnesses in court.
- Assists attorneys representing non-English speaking defendants by interpreting before, during and after courtroom proceedings, conducting interviews relative to pre-hearing testimony and post-hearing orders.
- Performs sight translation of court documents.
- Assists court staff by interpreting for customers during office visits and incoming calls.
- May be required to provide interpreting services using Video Remote Interpreting equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- English and a second language usage, spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.
- Court translation practices and procedures.
- Legal and technical terminology as used in court proceedings.

Skill to:

- Simultaneously interpret/translate accurately at a rate of approximately 120-140 words per minute in a designated language.
- Consecutively interpret and perform sight translation.
- Use simultaneous interpreting equipment.

Ability to:

- Learn the functions, policies and procedures of the Madera County Court System.
- Interpret/translate accurately without adding, deleting, paraphrasing, or changing the

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- meaning of the matter.
- Perform consecutive interpreting accurately without lengthy hesitation.
- Use correct spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires one year of experience in a position requiring extensive public contact and interpretation/translation work **AND** equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

Must possess a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

EMPLOYEE BENEFITS

This position is a non-benefited position.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender, sex, or age in any of its programs or activities.

HOW TO APPLY

Please review the *Application Guidelines* for requirements. Interested persons are to submit an official application. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am - 5:00 pm.

A copy of the "Certified Court Interpreter" Certificate must be submitted with the official application.

MAILED AND E-MAIL APPLICATIONS:

If an application is mailed or e-mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed or e-mailed to:

Madera Superior Court - Human Resources Division
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

200 South G Street, Madera, Ca. 93637

HR@madera.courts.ca.gov

NOTE: Postmarks are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO MADERA COUNTY SUPERIOR COURT HUMAN RESOURCES DIVISION.