



# **SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO**

Invites Applications for the Position of

## **Certified Interpreter Pro Tempore (Spanish) (1 South Lake Tahoe/1 West Slope)**

**Salary: \$35.85-42.19 Hourly**

**Opening Date: August 2, 2018**

**Final Filing Date: Until filled**

THIS POSTING IS FOR THE SPANISH LANGUAGE ONLY.

*This classification is paid in half day rates (up to 4 hours) and full day rates (up to 8 hours).*

**Position Summary:** Under general supervision, performs a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, and the public.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single level classification. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. Employees in this classification also perform sight translation (reading written texts and giving an oral translation of text) as needed.

### **ESSENTIAL FUNCTIONS (Illustrative only):**

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms and other documents.
- Interprets for Judges, attorneys, court staff and other court-related departments at the direction of the court.
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific and/or medical terminology.
- Reviews the daily docket and received daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.

- Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

**KNOWLEDGE OF**

**Essential:** Simultaneous, consecutive, and sight translation modes of interpreting; correct usage of English grammar and vocabulary; correct usage of specified non-English language grammar and vocabulary; knowledge of Microsoft WORD, EXCEL, and OUTLOOK programs; web and manual research techniques;

**Desirable:** Familiarity with the general range of regional and cultural variations in the specified language;

**ABILITY TO:**

Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive and sight translation modes; interpret the meaning of what is translated accurately, not editing, summarizing, adding meaning or omitting; correctly use grammar and vocabulary of English and specified non-English language, provided the source language speaker is using correct vocabulary and grammar; interpret accurately and remain impartial in adversarial and emotionally charged situations; understand legal concepts, forensic terminology, and other terminology in both English and non-English language(s); use office equipment, including computer, telephone, and copiers; use transmitter and receiver equipment provided by the court for simultaneous interpretation; understand and adhere to California statutes, Rules of court and applicable personnel rules concerning court interpretation; adhere to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters; interact professionally and cooperatively with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

**Licenses and Certificates:** A valid Class "C" driver's license, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Required / Minimum Qualifications:** Possession of a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

**PHYSICAL REQUIREMENTS:**

Stamina to sit and/or stand and concentrate for extended periods; corrected hearing and vision to normal range; walk or otherwise move within the court facilities; ascend and descend stairs while carrying files, documents, supplies, or equipment; normal manual dexterity and eye-hand coordination; use hands to finger, handle, or feel objects; to reach with hands and arms.

**MISCELLANEOUS REQUIREMENTS:**

Criminal history check – All employees will be fingerprinted and are subject to clearance from the California Department of Justice and the Federal Bureau of Investigation.

**Application Process:** Applicants must submit a completed Court application and any other required documents (Certified Court Interpreter). The application package can be delivered in person between the hours of 8:00 a.m. and 3:00 p.m., or mailed to:

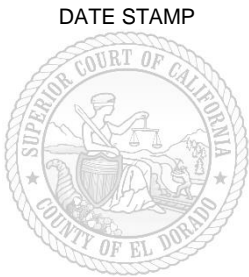
**Superior Court of California  
County of El Dorado  
Attn: Court Administration/HR Dept.  
2850 Fairlane Court, Suite 110  
Placerville, CA 95667**

**Application package may also be sent via e-mail to [hr@eldoradocourt.org](mailto:hr@eldoradocourt.org).**

- Application package will not be accepted at any other Court location.
- Resumes **may not** be substituted for any portion of the application.
- It is not acceptable to complete the application with statements such as “see/refer to resume” or “see attached”.
- Incomplete application packages will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require accommodations in the examination/interview process, please contact Court Administration at (530) 621-7427 at least five (5) days before a scheduled interview/examination.

**The Superior Court of California, County of El Dorado is an  
Equal Opportunity Employer  
[www.eldoradocourt.org](http://www.eldoradocourt.org)**



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667  
TELEPHONE: 530-621-7427  
[www.eldoradocourt.org](http://www.eldoradocourt.org)

*FOR PERSONNEL USE ONLY*  
 Accepted  
 Rejected  
 Experience  
 Education  
 Late  
 Other  
 DATE: \_\_\_\_\_

**Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.**

**IMPORTANT:** YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

3. MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

4. HOME PHONE: ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:  
 State: \_\_\_\_\_ Type of License \_\_\_\_\_ Lic. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18<sup>th</sup> birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept:  FULL-TIME  PART-TIME  TEMPORARY

13. Please check the location of the position you are applying for:  SOUTH LAKE TAHOE  PLACERVILLE  CAMERON PARK

14. In addition to English, I can:  speak  read  write fluently \_\_\_\_\_  
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

(i.e. "See attached resume" is unacceptable)

**PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**

**17. EDUCATION AND EXPERIENCE**

A. Do you possess a High School Diploma or G.E.D.?  Yes  No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS: \_\_\_\_\_ COURSE OF STUDY: \_\_\_\_\_

18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO

Computer

Typing   \_\_\_\_\_ WPM

Steno   \_\_\_\_\_ WPM

20. EXPERIENCE: Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED	NAME AND ADDRESS OF EMPLOYER (S)
FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____

CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1.  WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2.  BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3.  HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4.  ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5.  AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> A FRIEND OR RELATIVE</li> <li>2. <input type="checkbox"/> A COURT EMPLOYEE</li> <li>3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT</li> <li>4. <input type="checkbox"/> COURT ADMINISTRATION</li> </ol> | <ol style="list-style-type: none"> <li>5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____</li> <li>6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____</li> <li>7. <input type="checkbox"/> WEBSITE (Please specify site): _____</li> <li>8. <input type="checkbox"/> OTHER MEANS (Please specify): _____</li> </ol> |
|---|---|

GENDER:  Male  Female

AGE: Are you 40 years of age or older?  YES  NO