
Interpreter Pro Tempore (Spanish)

DEFINITION:

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.

WORKING CONDITIONS

Work is performed in the courtroom and related court facilities and includes but is not limited to contact with judges, staff, attorneys, and the public. The position requires the ability to concentrate and deliver interpreting services in a busy and fast-paced environment. Courtroom interpreting requires the ability to adjust to speakers with differing voices and accents at varying rates of speed. Interpreters come into contact with a wide variety of people from differing educational and economic backgrounds. Travel within the county is required. If cross assignments are accepted, travel between counties may be required. Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Classification Status	CFI
Representation Unit	CA Federation of Interpreters
FLSA	Non-exempt
Established	8/1/18
Revised	
Previous title	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature

Date

Print Name