POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **Interpreter II (Spanish)**
Municipal Court, Criminal Division
Court of Common Pleas, Criminal Division

(Open to Promotion. Transfer, and New Hires)

SALARY: **$46,321 - $51,122 (G21)**

REQUIREMENTS:

1. Certification from the Administrative Office of the PA Courts, or reciprocity from another State program.
2. Satisfactory completion of a six-month employee orientation period.
3. City residency required within (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

DESIRED:

5. A bachelor's degree from an accredited college or university, preferred.

OR

6. One to two years of experience providing interpreter/translator services in a judicial setting; or graduation from a recognized training program for interpreters/translators.

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania.

GENERAL DEFINITION:
The role of the interpreter is to assist a person with limited English proficiency (LEP) by facilitating communication and allowing full participation in court proceedings. The successful candidate must possess a highly educated, native-like mastery of both English and the second language. The interpreter must be able to render a complete and accurate interpretation without altering, deleting, or adding anything to what is stated. Work also requires a high degree of confidentiality and discretion. An important aspect of the work involves establishing effective working relationships.

ESSENTIAL FUNCTIONS:
The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Interprets in simultaneous, consecutive, and sight mode in open court and other departments and agencies for limited English proficient individuals.
- Interprets from English to target language, questions asked of limited English proficient

individuals both in person and by telephone.

- Translates from the source language to the target language various court documents, notices, pamphlets, and other correspondence.
- Interprets spoken instructions for the LEP person.
- Interprets information in target language to those inquiring about activities and facilities which the city makes available to the public.
- Maintains confidentiality of information acquired during discharge of their duties as required by the Rules of Professional Conduct for Judiciary Interpreters.
- Keeps a record of requests for interpreters as well as assignments.
- Prepares weekly reports and meets regularly with supervisor to discuss work progress.
- Directs other language needs to appropriate department.

ENVIRONMENTAL CONDITIONS:

- Standard courtroom conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to interpret in the simultaneous, consecutive, and sight modes during court proceedings from English into target language and from source language into English.
- Extensive knowledge of interpreting practices and techniques.
- Thorough knowledge of grammar and use of second language and English.
- Considerable knowledge of colloquialisms, idiomatic expressions, slang, medical vocabulary, and legal terminology of both English and second language.
- Considerable knowledge of accepted ethical standards, applicable statutes or rules governing interpreters.
- Ability to accurately and completely convey content and effect of the communication transmitted.
- Ability to translate legal documents using appropriate grammar, syntax, and spelling.
- Ability to interpret for long periods of time.
- Ability to maintain impartiality with regard to the setting and/or persons involved.
- Ability to establish effective working relationships with associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.