

**SUPERIOR COURT OF DEKALB COUNTY,
GEORGIA STONE MOUNTAIN JUDICIAL CIRCUIT
4TH JUDICIAL ADMINISTRATIVE DISTRICT
Judicial Branch Vacancy –Interpreter (Full Time)**

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to provide interpretation services in the Spanish -English language for defendants and witnesses in court proceedings and interviews.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Liases between department or County staff and Spanish speaking clients; liaises and translates between members of the public, clients, courts, attorneys, social workers or other legal or justice professionals; responds to inquiries whether by person, mail, email, or telephone; conducts ongoing communications and correspondence; handles complaints or complex issues that require translation skills; interprets during interviews, dispositions, hearings, and court proceedings; liaises with new defendants and their families to determine requirements for public defense and to secure background information; and supports defendants and their families when they engage with the justice system (bond, visitation, jail policies, etc.).

Supports public defense attorneys; helps clients request a public defender and interfaces between attorney and client for translation purposes; supports court recorders, attorneys, and staff when needed; schedules appointments with clients, family members, witnesses, social workers, etc.; translates correspondence for attorneys or other office staff; translates legal documents; interprets for intake attorneys during interviews, discovery, and court appearances; transcribes and translates videos from clients, witnesses, or victims; and responds to attorney or client requests for information.

Assist in scheduling and coordinating contract interpreters, including interpreters for the Telephone Interpreting Program. Assist in coordinating with clerk's office and chambers staff regarding scheduling needs of the court. Assist in preparing and distributing work schedules for interpreters.

Serve as a resource to judges and senior managers on issues relating to court interpretation, such as answering questions regarding statutes, policies, and regulations applicable to court interpreting.

Assist court procurement staff in preparing purchase orders and other paperwork and processing payments for contract interpreters

Answer questions from members of the Bar and others seeking information regarding the interpreting profession and translation services; monitor the court's built-in portable and telephonic interpreting program equipment and interact with the appropriate department to ensure functionality.

Preferred Experience: Prior courtroom experience; current and/or prior membership in a professional court interpreter association and proof of attendance at interpreting seminars and conferences; familiarity with the format of audio transcriptions and translations.

Minimum Qualifications:

Associates Degree in Criminal Justice or related field; completion of the Federal Court Interpreter Certification Examination (FCICE) with a Spanish certification; one year of professional interpreting experience in a legal setting, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with the position.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license; and must possess and maintain Spanish Interpreter certification.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to reproduce language register when dealing with both formal and informal speech, to listen and retain lengthy segments of speech without interruption and to preserve accuracy.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; and have a strong sense of personal and professional integrity. Professional appearance and demeanor are important.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: **SC.JOBS@DEKALBCOUNTYGA.GOV** . No phone calls please.