



**Superior Court of California
County of Siskiyou
411 Fourth Street
Yreka, California 96097**

EMPLOYMENT OPPORTUNITY: Intermittent Part-time Court Interpreter (Spanish)

STARTING SALARY: \$50.28 per hour

DEADLINE FOR APPLICATIONS: Ongoing as needed.

The Superior Court of California, County of Siskiyou is accepting applications for the position of an Intermittent Part-time Court Interpreter (Spanish).

Siskiyou County is the northernmost county in California, situated next to the Oregon border. The county is dominated by majestic Mt. Shasta. At 6,347 square miles, the county is the 5th largest county, by area, in the state. It is 5 times the size of Rhode Island. With a population of about 45,000, the County offers its residents the diversity of all four seasons. Adventures available in Siskiyou County include fishing, rafting, hiking, horseback riding, camping, bicycling, water skiing, snow skiing and numerous other outdoor activities.

Definition and Class Characteristics

Performs a wide variety of language interpretation activities on assignment and as needed basis for the Superior Court of California, County of Siskiyou and for parties to proceedings, including witnesses, defendants, other court personnel, and the public.

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 by the Court. Employees in this classification may also perform sight translation (reading written texts and giving an oral translation of text) as needed.

Essential Duties

Duties may include, but are not limited to, the following:

Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related matters at the direction of the court.

May make sight translations for the benefit of the court of documents 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 limited to legal, technological, scientific, and/or medical terminology.

Receives calendar assignments from the Court Calendar Coordinator (or designee) and accurately completes 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.

Minimum Qualifications

License or Certifications: Possess and maintain 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.

Knowledge of: To orally convey the meaning from Spanish into English and English into Spanish by interpreting in the simultaneous, consecutive, and sight translation modes; the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting. Correct usage of grammar and vocabulary of English and Spanish, provided the source language speaker is using correct grammar and vocabulary. Knowledge and understanding of legal concepts and forensic terminology in both English and Spanish. Familiarity with the general range of regional and cultural variations in the specific language. Adherence to interpreter ethics and standards, as set forth in the California Rules of Court Rule, 2.890, Professional Conduct for Interpreters.

Ability to: Remain impartial, interpret accurately and remain impartial including in sometimes adversarial and emotionally charged situations. Conduct ongoing research into variations in terminology and usage of the specified language. Use office equipment, including computers, software, telephones, and copiers, as required by the assignment. Use of 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. Interact professionally and cooperatively with those contacted in the course of work. Tolerate exposure to disturbing evidence and testimony. Graphic photographs of traumatic events such as murder or domestic violence, evidence such as syringes, chemicals, bodily fluids, and stained clothing. Tolerate exposure to allergens such as perfumes, dust, and various unpleasant odors such as unwashed clothing or persons or other materials. Tolerate exposure to defendants and witnesses who are potentially verbally and/or physically abusive.

Other Information

Physical Characteristics: Stamina to sit and/or stand and concentrate for extended periods; corrected hearing and vision to normal range; hearing to understand conversations when background noise is present and to communicate with the public and court staff.

Working Environment: Work is performed in the courtroom and related court facilities and includes but is not limited to contact with judges, court 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. Travel within the county may be required. Travel between counties is required if the interpreter accepts cross assignments.

Clarifying Statement: This job description will be reviewed periodically, and responsibilities change with business necessity. Principal and marginal job functions are subject to modification. This job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, or working conditions associated with this job.

The intermittent position is not eligible for benefits except for some sick leave and some holidays.

APPLICATION AND SELECTION PROCEDURE:

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Arrangements can be made for those applicants that may require accommodation. Candidates must complete and submit the application form, available on our website at www.siskiyou.courts.ca.gov, or by picking up an application at the Court, 411 Fourth Street, Yreka, CA 96097. If desired, you may attach a resume and cover letter that sets forth your reasons for interest in this position. Candidates will be contacted by Court Human Resources for scheduling of an interview, background check and possible selection. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."** **Submit application to:** Superior Court of California, Attention: Court Human Resources, 411 Fourth Street, Yreka, CA 96097. **Deadline for applications: Ongoing as needed.**