



## King County

Invites Applications for the Position of:

### Court Operations Manager I - Interpreter Services

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 01/02/19 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 01/25/19 11:59 PM (GMT -8:00)

**SALARY:** \$80,619.12 - \$102,619.20 Annually

**LOCATION:** King County Courthouse - 516 3rd Ave, Seattle

**JOB TYPE:** Regular, Full time, 35 hrs/week

**DIVISION:** King County Superior Court

**JOB NUMBER:** 2018-08978

**SUMMARY:**

This position is responsible for planning, organizing and directing interpreter services in foreign spoken languages and American Sign Language for court-related matters including trials, hearings, motions and other court-provided services, in one of the country's most diverse jurisdictions. The incumbent works with judicial officers, senior officials, court and agency staff, attorneys, representatives of community organizations, litigants and deaf and hard of hearing jurors. Work is done in a fast-paced, rapidly changing environment in both office and courtroom settings. The incumbent recruits vendor interpreters and monitors their work, ensuring compliance with the state and federal laws governing interpreter conduct. The incumbent provides interpretation and translation services. Supervises assigned staff, and schedules interpreters as needed.

**Who may apply:** This position is open to all qualified applicants.

**Work location:** This position is primarily located at the King County Courthouse, 516 Third Avenue, in Seattle. The incumbent may be required to work at other Superior Court locations.

**Work schedule and terms:** This position is exempt from the provisions of the Fair Labor

Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 a.m. to 4:30 p.m. Variations from these hours may occur.

Anticipated start date is the first week of April, 2019

**Additional materials required:** Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. **You must still completely fill out the on-line application with your relevant education and work experience.** Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of your application.
- 2) Attach multiple documents/files in the attachment section.

## **JOB DUTIES:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are not intended to represent the entire functional capacity of the position at the task level.

Represent King County Superior Court's Interpreter Services program to various organizations and individuals, providing interpretation and translation services, actively recruiting qualified interpreters for work in a variety of court matters. Conduct outreach and build community relationships to develop and maintain a pool of qualified interpreters in both rare and common languages.

Schedule interpreters for trials and other events as needed.

Formulate, recommend and implement approved policies, procedures and guidelines for the program staff and the deployment of contract interpreters to Superior Court locations throughout King County. Provide expert advice and make recommendations regarding interpreter issues and requirements.

Respond to inquiries, complaints and concerns relating to program issues. Analyze and investigate issues, make recommendations and provide solutions to all interpreter matters.

Administer and monitor program cost and efficiency. Authorize expenditures related to interpretation services and resolves payment and invoice issues.

Recruit, select, train and supervise staff. Evaluate staff performance and provide coaching, feedback and corrective action for performance issues. Interpret policies and procedures, resolve conflicts. Routinely review staff work procedures and work products.

Staff judges' committees, propose interpreter-related policies and annual goals.

Analyze and respond to overall trends in language and interpreter needs for the Court. Identify and develop interpreter sources and ensures language skills needed by the Court are met.

Develop and implement training policies and programs regarding working with interpreters.

Establish and maintain public relations contacts with other agency stakeholders, professional associations, practitioners and ethnic populations.

Provide complex simultaneous and consecutive interpretation and sight translation for defendants, witnesses, litigants and others. Analyze and resolve complex linguistic problems. Maintain message content, context and style.

Provide written translations in English and one court certified language, of letters and official documents.

Perform other duties of a similar nature and level.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Bachelor's degree in a foreign language, or the equivalent in study and experience, is required. Four years of court interpreting experience required. Must be a court-certified- or registered interpreter. Court certification or registration in one of King County Superior Court's three most commonly-used spoken languages (Spanish, Vietnamese or Somali) preferred. Three years of experience providing written translation required. Must have at least five years of supervisory experience and two years of program management experience. Experience scheduling interpreters for court events preferred. Must have experience managing and resolving interdepartmental and interpersonal conflicts. Experience with relevant computer applications including specialized case-tracking and scheduling software, is preferred.

### **SUPPLEMENTAL INFORMATION:**

**Special requirements:** Finalists must have successfully passed a criminal background check and reference check. Must possess a valid Washington State driver's license or be able to travel throughout the County by alternate means.

**Selection process:** Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

**Union membership:** Positions in this classification are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1536.

**Note:** Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

