



Certified Court Interpreter (Spanish Language) (Job # 4978)

Superior Court

SALARY RANGE: \$29.49 to \$37.48 per hour
FT 37.5 hours per week

CLOSING DATE: Must be received by 4:30 p.m., Friday, June 21, 2013

ACCEPTING
ONLINE
APPLICATIONS
ONLY

NATURE OF WORK

Under the general direction of the Superior Court Administration Management Team and the supervision of the Pierce County Interpreter Coordinator performs a wide variety of language interpretation activities on an assigned and as-needed basis for Pierce County Superior, District and Juvenile Courts, Prosecuting Attorney's Office and Department of Assigned Counsel; and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public. Will perform other duties as assigned, including handling various functions in the Interpreter Services Office.

ESSENTIAL FUNCTIONS

1. Interprets accurately and completely between English and Spanish language using the three modes of interpretation; simultaneous, consecutive and sight translation.
2. Provides on-site and telephonic interpretation for judges, attorneys, court staff, and other court-related departments at the direction of the Interpreter Coordinator.
3. Interprets court proceedings for defendants, clients, witnesses, litigants, juvenile respondents and parents
4. Notifies the court of any issues or situations that may impede the interpreters' performance.
5. Makes sight translations of documents for the benefit of the court, including, but not limited to technical, medical, and legal documents, written evidence and correspondence, reading written texts and giving oral translations of texts as well as other documents as requested by the court and related personnel.
6. Translates written letters and assists in updating frequently used court documents such as plea forms, scheduling orders, misdemeanor forms, and other court forms.
7. Research and understand terminology used in courts and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
1. Review the daily interpreter calendars and receives assignments from the Interpreter Coordinator and accurately completes daily activity logs, or other documentation as required.
2. Attends meetings and continuing education classes as required to maintain certification status.
3. May travel to other courts and other assignment sites in Pierce County.
4. Performs other duties as assigned.

RECRUITING REQUIREMENTS

1. Certified by the Administrative Office of the Courts as Spanish language court interpreter in the State of Washington.
2. Five years of experience as a court certified Spanish interpreter.
3. Possess a valid Washington State Driver's License.
4. Ability to successfully complete and pass a Pierce County background investigation which includes a criminal history check (limited to the last 10 years)

SUPPLEMENTAL QUESTIONNAIRE

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Instructions: This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper, please answer the following questions completely.

1. Please provide the date you first received your certification as an interpreter by the Administrative Office of the Courts (AOC) in Washington.
2. Describe any experience you may have providing services as an interpreter in a court environment. Include in your response the name and location of the court, the dates of employment, the type of court, and the type of cases interpreted.
3. What is the role of a Court Interpreter? Why is it important to have an interpreter at a court proceeding?
4. Describe your experience and skill to interpret from and into English and a non-English language using simultaneous and consecutive modes. What is sight interpretation?
5. Are you proficient in Microsoft Office Suites (Outlook, Word and Excel)?

APPLICATION AND SELECTION PROCESS

- **Complete and submit a Pierce County Employment Application online at:**
www.piercecountywa.org/jobs.
- If you do not have internet access, please see the “Facilities with Internet/Computer Access” information in this job announcement.
- A resume in lieu of the online application is not acceptable.
- Pierce County will provide reasonable accommodation for persons with disabilities who are unable to submit an online application. Please notify the Human Resources Department (253) 798-7480, at least two days prior to the need.

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form (Pressing the “submit application” button in the Pierce County online employment application is considered an electronic signature and fulfills this requirement) and a response to the supplemental questions listed above by the closing date. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Human Resources Department at (253) 798-7480 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

Human Resources Department: (253) 798-7480 Job Information Line: (253) 798-7466 TDD: (253) 798-3965
Email: pchumanresources@co.pierce.wa.us Internet: <http://www.piercecountywa.org/jobs>

FACILITIES WITH INTERNET/COMPUTER ACCESS

Washington WorkSource Offices	
WorkSource Pierce 1305 Tacoma Ave So., Suite 201 Tacoma, WA 98402 Phone: 253-593-7300	Lakewood WorkSource Affiliate 5712 Main Street SW, Suite 200 Lakewood, WA 98499 Phone: 253-984-5400
Pierce County Library System	
Parkland/Spanaway 13718 Pacific Ave S Tacoma, WA 98444 253-548-3304	South Hill 15420 Meridian E South Hill, WA 98375 253-548-3303
Summit 5107 112th St E Tacoma, WA 98446 253-548-3321	Graham 9202 224th St E Graham, WA 98338 253-548-3322
Bonney Lake 18501 90th St E Bonney Lake, WA 98391 253-548-3308	Sumner 1116 Fryar Ave Sumner, WA 98390 253-548-3306
Gig Harbor 4424 Point Fosdick Dr NW Gig Harbor, WA 98335 253-548-3326	University Place 3609 Market Place W University Place, WA 98466 253-548-3307
Lakewood 6300 Wildaire Rd SW Lakewood, WA 98499 253-548-3302	DuPont 1540 Wilmington Dr DuPont, WA 98327 253-548-3326
Tacoma Public Library	
Main Library 1102 Tacoma Avenue South Tacoma, WA. 98402 253-292-2001	

*The resources listed above are only some of the locations with internet access. Any one of these resources can direct you to other offices or libraries.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.