



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

- POSITION:** Court Interpreter (Spanish)
Position # 011441
- LOCATION:** St. Lucie, Martin, Indian River, and Okeechobee Counties.
- SALARY:** \$55,000 annually (\$49,500 if not certified)
* Benefits Package available

General Description

Primary responsibilities include interpreting the spoken and written word from and into English and Spanish languages; translation and documentation; research and development. The essential function of the position within the organization is to interpret legal proceedings for non-English speaking or hearing impaired persons to ensure due process. The position is responsible for interpreting the spoken or written word from a source language to a target language. The position works under direct supervision according to set procedures. Under supervision, court interpreters perform a wide variety of language interpretation activities on an assigned and as-needed basis for the 19th Judicial Circuit Courts. Incumbents perform duties as an interpreter for courtroom and other legal proceedings, which may include, but are not limited to, arraignments, preliminary hearings, pre-trial conferences, and court trials.

Education and Experience Guidelines

Bachelor's degree in English, the source language, or a closely related field. Years of experience may be substituted for college or vocational requirements on a year for year basis. Two years of court / legal related work experience preferred. Requires valid certificate as a certified Court Interpreter issued by the Florida Supreme Court, Office of the State Courts Administrator. Individuals hired without certification, must become certified within one year from date of hire. The one-year requirement may be modified by the board on a case-by-case basis, if necessary; but, only in exceptional circumstances. See Fla. R. Court. Interp. 14.205(c)

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org :

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application. **Application Deadline: Open until filled.**

Notice

The State of Florida is an Equal Opportunity Employer/ Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

IF YOU ARE A PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPT. 6)