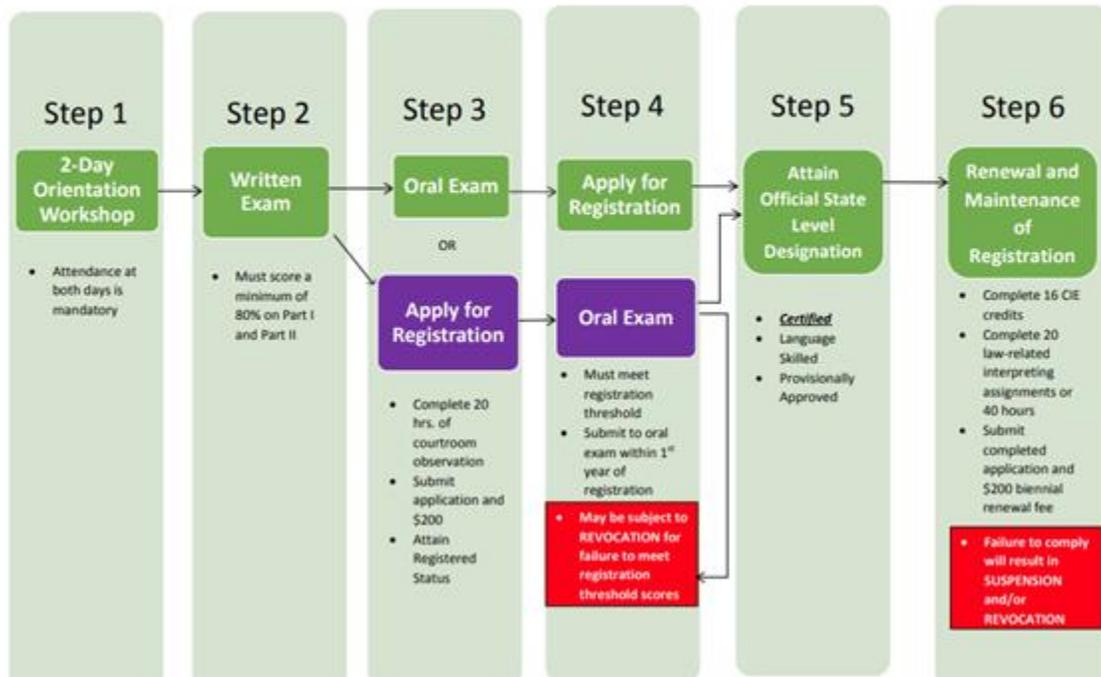


**Court Interpreter Certification and Regulation Program
Steps to Court Interpreter Certification**



\$54,999.96 Annually
*Benefits Package Available

SALARY: \$49,500 Annually (10% below) if not certified by the Florida State Court System's Court Interpreter Certification and Regulation Program (CICRP) of the Office of the State Courts Administrator (OSCA).

OPENING DATE: June 18, 2021

CLOSING DATE: Open Until Filled

GENERAL DESCRIPTION

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking and/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 and translating court evidence 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.

Primary responsibilities include: (1) Interpreting the spoken and written word from and into English and Spanish languages; (2) Translation and Documentation; (3) Research and Development; (4) Performs other duties as assigned.

MINIMUM REQUIREMENTS

- **Education:** Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Bachelor's degree in English, the source language, or a closely related field.
- **Experience:** Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience. Two years of court/legal related experience.
- **Licenses, Certifications, and Registrations Required:** Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position. Requires valid certificate as a certified court interpreter issued by the Florida State Courts System's Office of the State Courts Administrator. Applicants who are selected as court interpreters, but who are not certified at the time of court employment, shall become certified within one year of being employed in a court interpreting position. The one-year requirement may be modified by the board on a case-by-case basis, if necessary, only in exceptional circumstances. See Fla. R. Court. Interp. 14.205(c).
- Fluency in both English and Spanish is required. Must read and write both Spanish and English language with proficiency.
- Interpreters are required to be familiar with the Florida Rules for Certification and Regulation of Spoken Language Interpreters and must adhere to the Code of Professional Conduct.

[FLORIDA-RULES-FOR-CERTIFICATION-AND-REGULATION-OF-INTERPRETERS.pdf](https://www.flcourts.org/content/download/216676/file/FLORIDA-RULES-FOR-CERTIFICATION-AND-REGULATION-OF-INTERPRETERS.pdf)
(flcourts.org) - <https://www.flcourts.org/content/download/216676/file/FLORIDA-RULES-FOR-CERTIFICATION-AND-REGULATION-OF-INTERPRETERS.pdf>

- This position reports to work in St Lucie, Indian River, Martin, and Okeechobee Counties so candidates must be able and willing to travel to multiple counties and locations on a regular basis.
- Must complete a State of Florida orientation program and obtain state certification within one year of being employed as a Court Interpreter. See Interpreter Rules, located here:
- **Preference will be given to applicants who already possess a valid Certified Court Interpreter designation issued by the Florida State Courts System, Office of the State Courts Administrator, as defined in Rule 14.205.** Applicants who hold the Provisionally Approved designation as defined in Rule 14.215 will be considered; however, if selected for the position, Interpreter must become certified within one year of being employed in a court interpreter position pursuant to Rule 14.205(c).

How to Apply

Applicants can apply through this link:

[COURT INTERPRETER - 22012016 \(myflorida.com\) - https://jobs.myflorida.com/job/FORT-PIERCE-COURT-INTERPRETER-22012016-FL-34950/757785100/](https://jobs.myflorida.com/job/FORT-PIERCE-COURT-INTERPRETER-22012016-FL-34950/757785100/)

The successful applicant will be subject to a criminal, employment and educational background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information or disability.

If you need an accommodation to participate in the application/selection process, please call the contact Human Resources (772) 807-4383 prior to the application deadline.

NINETEENTH JUDICIAL CIRCUIT JOB OPPORTUNITY

Date: June 18, 2021

Closing Date: Until Filled

Position Title: Court Interpreter (4 openings)

Salary: \$54,999.96/annually
*Benefits Package Available
10% below minimum
(if not certified)

General Description

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, translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data. The position works under direct supervision according to set procedures.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Listens to speakers' statements during regular court proceedings and prepares interpretations, or interprets statements simultaneously or consecutively into specified languages orally or by using hand signs.

Translates documents and recorded materials presented in court from a source language to a target language.

Provides interpreting services for court appointed psychological evaluations and competency evaluations.

Maintains message content, context and style as much as possible during interpreting process.

Testifies as expert witness regarding accuracy of documents translated for court proceedings.

Collects and inputs data for statistical purposes concerning the number and type of interpreting tasks performed.

Remains current in reference information resources, such as vocabulary in legal, medical and other areas, different cultural features or local and world events.

Assists with miscellaneous tasks such as on-the-job training for interns as directed by supervisor.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex translations; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures. Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals. Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as recording equipment, computer or telephone.

Safety of Others:

Refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Bachelor’s degree in English, the source language, or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of court/legal related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position. Requires valid certificate as a certified court interpreter issued by the Florida State Courts System’s Office of the State Courts Administrator.

Applicants who are selected as court interpreters, but who are not certified at the time of court employment, shall become certified within one year of being employed in a court interpreting position. The one-year requirement may be modified by the board on a case-by-case basis, if necessary, only in exceptional circumstances. See Fla. R. Court. Interp. 14.205(c).

How to Apply

Applicants should e-mail the following materials consolidated to HR@circuit19.org:

1. State of Florida Application, located here: [State of Florida Application](#)
2. Resume.

Court Administration - Nineteenth Judicial Circuit

HR@Circuit19.org

Attention: Lisa Jaramillo

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

The successful applicant will be subject to a criminal, employment and educational background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information or disability.

If you need an accommodation to participate in the application/selection process, please call the contact Human Resources (772) 807-4383 prior to the application deadline.