

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Court Interpreter, Trainee  
**Job Code:** 8086  
**Pay Grade:** 47  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Perform in a trainee capacity Spanish to English and English to Spanish interpretation and translation for judicial proceedings in Juvenile Court, in related work situations, and in select proceedings as required. This is intended to be a twelve month trainee position.

### **ESSENTIAL FUNCTIONS:**

- Observes court interpreters and progresses to perform interpreting in consecutive, simultaneous, and sight translation modes from English/Spanish and Spanish/English in hearings and proceedings for Juvenile Court. May assist with proceedings and other work situations as necessary.
- Progresses from simple to complex interpretation of conversations of judges, court officers, defendants, attorneys, witnesses and expert witnesses.
- Translates progressively, from simple to complex, from Spanish to English and English to Spanish those court orders, court notices, petitions, legal documents, or materials deemed vital to court procedure.
- Creates glossaries of legal terminology and learning modules of specific court events.
- Provides Spanish/English and English/Spanish interpretation between Probation Officers and their clients and clients' families and other out-of-court ancillary proceedings. .
- Learns basic interpreter administrative functions and related software programs.
- Learns the differences and acquires knowledge of both the dependency and the delinquency processes in Juvenile Court.
- Learns the differences among the various legal bench terminologies, procedures, and protocols.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- May perform other administrative functions as needed.
- May travel from one work site to another.
- May have to react to physical confrontations quickly and effectively.
- May be required to attend outside workshops, institutes, or training programs during the one year training period.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the grammar, spelling, syntax, semantics and linguistics of both the English and Spanish languages, as well as common idiomatic expressions, legal and/or medical terminology.
- Must have knowledge of interpreter’s code of ethics and protocol, courtroom procedures, legal processes, and modes of courtroom interpretation.
- Must have skills in rendering precise simultaneous and consecutive interpretations and sight translations from English/Spanish and Spanish/English.
- Must have skills using desktop computers with software products to produce written translations and log in daily cases for statistical record keeping.
- Must have the ability to communicate effectively with a wide variety of courtroom persons including judges, attorneys, witnesses and and other judicial coworkers.

**MINIMUM REQUIREMENTS:**

A High School diploma or equivalent GED certificate and two years of continuous professional experience interpreting and some verifiable translation training and experience from Spanish/English and English/Spanish. Training must include some courses in legal interpreting and translation; OR, any equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions of this position.

**LICENSES AND CERTIFICATES:**

None required.

**Preference** may be given to candidates who hold a certificate and/or degree in the interpretation and translation field.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. Must have the ability to sit for long periods of time, walk to various court room assignments; must also be able to multitask, listening and taking notes clearly while comprehending multiple voice dialogues to extract units of meaning.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Supervisor, Court Interpreting . This position performs duties under direct supervision and has no supervisory responsibilities.

Approvals:

Date: 01/26/10  
Revised: 01/26/10; 11/02/12

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Hiring Authority

\_\_\_\_\_ Date \_\_\_\_\_  
 Deputy Director, Human Resources