

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Supervisor, Court Interpreting
Job Code: 8062
Pay Grade: 57
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position is responsible for overseeing and coordinating the implementation of the court's Language Access Plan (LAP), policy directives and procedures. The position is responsible for supervising court interpreters and translators and the provision of language access services throughout the court in compliance with Title VI requirements.

ESSENTIAL FUNCTIONS:

- Supervises a staff of court interpreters and translators to coordinate the implementation of the provisions of language access services in compliance with Title VI and ADA (Americans with Disabilities Act) requirements at the Pima County Juvenile Court.
- Develops language access policy procedures to ensure that comprehensive, timely, effective, and free language assistance services are provided in court proceedings and operations in compliance with the law.
- Periodically reviews and evaluates adherence to the court's Language Access Plan (LAP); a document that identifies, prioritizes, coordinates and sets timeframes and responsibility for actions that are required to maintain compliance with federal language access requirements.
- Oversees the scheduling and the provisions of telephonic and video interpretation services and addresses quality control and technical issues as they arise to ensure meaningful language access to court proceedings, programs, and services by LEP individuals in any language.
- Coordinates the daily and weekly case assignments of interpreters for court proceedings and other interpreting and translation services.
- Participates in the recruitment and selection of new employees, provides training and evaluation of staff, conduct performance appraisals of staff, and performance counseling and terminations.
- Acts as a resource for judges, the legal community, court management and employees on issues and questions concerning language access in the court.
- Actively participates in pertinent committees to support the language needs for the implementation of important court initiatives such as DMC (Disproportionate Minority Contact), JDAI (Juvenile Detention Alternative Initiative), and the Best Practices Intervention Model.
- Coordinates the screening, qualification, selection, and retention of per diem interpreters to utilize as needed.

- Ensures that forms, documents, and court proceedings information are translated into Spanish and other languages as required.
- Reviews, corrects, and certifies translations/transcriptions as necessary to ensure a high quality standard for all the Spanish translations produced.
- Outlines measures to ensure quality control of interpreters and translators.
- Establishes translation and interpretation performance standards for court staff and per diem professionals.
- Develops curriculum and coordinates language access training for judicial officers and court staff in compliance with Title VI requirements.
- Prepares regular statistical reports by analyzing data and describing language services activity and outcomes for the Manager, Court and Calendar Services Court Administration, and the Bench.
- Collaborates with the court's Public Information Officer to establish a Limited English Proficiency (LEP) communication plan to create court and public announcements to disseminate important information to LEP communities in the county via different media.
- Develops a procurement strategy for contract language assistance providers.
- Provide input in budgetary and procurement matters related to implementation of the court's Language Access Plan, policies, and procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May act on behalf of the Manager, Court and Calendar Services in her/his absence.
- May perform court interpretation and/or sight and written translations as needed.
- Provides training and/or oversees the training to per diem interpreters who provide courtroom interpretation.
- Acts as unit or department representative to various committee or working groups.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of court interpreting and legal translation processes, the interpreter code of ethics, roles and protocols.
- Must have knowledge of English and Spanish languages at a level that allows their idiomatic and native-like usage.
- Must have knowledge of courtroom procedures, legal processes, and methods of courtroom interpreting.
- Must have knowledge of Spanish and English legal, medical, and business terminology, and the ability to learn and translate new terminology with accuracy and rapidity.
- Must have skills in rendering precise simultaneous and consecutive interpretations and translations in English/Spanish and Spanish/English.
- Must have skills with desktop computers using software products to produce written translations and log in daily cases for statistical record keeping.
- Must have the ability to transcribe and translate Spanish and English and manipulate both languages in their formal and informal registers. Must be able to use correct grammar, spelling, and diacritical marks in both languages; and produce clear, neat, and accurate translations that are the legal equivalent of the source language.
- Must have skills in scheduling, writing, data analysis, statistical reporting, and MS Word,

Excel, and PowerPoint.

- Must have good organizational skills to coordinate the completion of work to schedules and deadlines working with staff and other court personnel.
- Must have ability to communicate effectively with a wide variety of court personnel, judges, coworkers, directors, attorneys, and the general public.

MINIMUM QUALIFICATIONS:

A Bachelor’s Degree in Spanish, Linguistics or a related field and five years of continuous professional experience interpreting and some translation experience in Spanish/English and English/Spanish. Work experience must include at least one year of experience in legal interpreting. Or, an equivalent combination of education, experience, and/or training in the fields of interpretation, translation, linguistics, or education as approved by Human Resources.

Preference: Preference may be given to candidates with an advanced educational degree from a recognized interpreter and/or translation college or program.

LICENSES AND CERTIFICATES:

A valid Arizona Driver’s License is required on the date of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a courtroom and 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, listen to and comprehend multiple voice dialogues and the meaning of words, observe clearly and recall visual details.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Court and Calendar Services. This position performs duties under general supervision and the incumbent has supervisory responsibilities for a staff of professional court and per diem interpreters, Court translators and support staff.

Date: 09/05/12

Revised: 09/16/14

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date