

Superior Court of California
County of Santa Clara

191 North First Street
San Jose, California 95113
(408) 882-2700



HUMAN RESOURCES DIVISION

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

EMPLOYMENT OPPORTUNITY

Court Interpreter – Full Time (Spanish or Vietnamese)

Contract Rate of: \$34.12 /Hour*

**Work-week: 40 Hours /Week from 8:00 a.m. to 5:00 p.m.
Monday through Friday**

Filing period: Open continuously until further notice

** An additional benefit includes the employer contribution to the Public Employees Retirement System for the 2% at 55 Plan; and also includes the payment by the employer of the employee's regular contribution of approximately 7%. The 7% contribution can be refunded to an employee who resigns prior to retirement.*

The Superior Court in the County of Santa Clara is recruiting to establish an eligibility list specifically to fill full time court interpreter employee positions.

Court Interpreters provide an essential public service, giving assistance to non-English speaking parties. They perform a wide variety of language interpretation activities on an assigned and as needed basis for the court and for parties to proceedings, other court personnel and the public and perform other job related duties as required. Court Interpreter employees are assigned to work full eight-hour days from 8:00 a.m. to 5:00 p.m. and are paid the rate prescribed above. Overtime worked in excess of eight hours in a day will be paid in single hour increments of \$34.12 per hour.

REPRESENTATIVE DUTIES:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court related departments at the direction of the court.

- Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Interprets between languages in court proceedings.
- Brings to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.
- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.

EMPLOYMENT STANDARD:

Ability to: Requires the ability to concentrate and deliver interpreting services in a busy and fast-paced environment. Courtroom interpreting requires the ability to adjust to speakers with differing voices and accents at varying rates of speed. Travel within the county is required. Ability to interact professionally and cooperatively with those contacted in the course of work, ability to use office equipment, including computer, telephone and copiers.

Knowledge of: Interpreter ethics and standards, as stipulated in California Rules of Court, Rule 984.4 Professional Conduct of Interpreters and correct usage of grammar.

MINIMUM REQUIREMENTS:

Certificates and Licenses:

Certificate: Possession of a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

License: A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

BENEFITS PACKAGE:

The same benefits package is offered to Court employees, which includes life insurance, a choice of health plans, dental plans, and a vision plan, membership into the California Public Employees Retirement System, paid holidays, vacation and sick leave.

The Court must verify the identity and employment authorization of all new employees to comply with the 1986 Immigration Reform & Control Act. This verification is required only after an offer of employment has been made. For further information regarding the required verification, please contact Human Resources at 408-882-2744.

SELECTION PROCESS:

A completed court application and a copy of your valid interpreter certification must be submitted to the Court's Administration Office. Applications will be accepted at any time until further notice.

Mailing Address: Superior Court of California
County of Santa Clara
191 North First Street
San Jose, Ca 95113
Court Contact: Karen R. Jones at (408) 882-2525

Qualified applicants will be invited to interview and will be placed on an eligible list for Court Interpreter –Employee (Spanish or Vietnamese)

NOTE: *Individuals selected for appointment will be required to successfully complete a criminal history check conducted by the Sheriff's Department and complete a physical examination prior to the start of employment.*

**The Superior Court of California, County of Santa Clara
is an Equal Opportunity Employer**

MISSION STATEMENT: The Superior Court of California, County of Santa Clara serves the public by providing equal justice for all in a fair, accessible, effective, efficient, and courteous manner:

- Resolving disputes under the law;
- Applying the law consistently, impartially and independently;
- Instilling public trust and confidence in the court.