

**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 – Part-Time Intermittent

\$34.12/hour for Eight-hour assignments

\$37.85/hour for Four-hour assignments

Filing period: Open continuously until further notice

The Superior Court in the County of Santa Clara is recruiting to establish an eligibility list specifically to appoint part-time intermittent court interpreters 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 the rate prescribed above for four-hour and eight-hour assignments. Overtime worked in excess of eight hours in a day will be paid in single hour increments of \$34.12 per hour. Employment is for no predetermined period of time.

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.
- Bring 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:

As employees, Part-time Intermittent Court Interpreters are eligible to receive a limited package of benefits. These benefits include: workers’ compensation coverage; Social Security coverage; unemployment insurance coverage; and eligibility for certain job protected unpaid leaves.

Part-time Intermittent Court Interpreters are not eligible for other benefits such as paid vacation, paid sick leave, paid holidays, and employee health, life and dental insurance.

SPECIAL NOTE:

For an intermittent part time interpreter to become to become a part time interpreter and eligible for benefits they must work 50% time or more for six consecutive months before becoming eligible for benefits. Further the must maintain an average of 50% time or more during each succeeding six-month period to be eligible to continue to have benefits, subject to the specific benefit plan permitting. If an intermittent part time employee becomes eligible for benefits and then fails to continue to be eligible because they have not worked the requisite 50% time, they shall be ineligible for benefits for a period of at least six months.

SELECTION PROCESS:

A completed court application and a copy of your valid interpreter certification or registration must be submitted to the Court's Executive 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 –Part-Time Intermittent

NOTE: Individuals selected for appointment will be required to successfully complete a criminal history check conducted by the Sheriff's Department.

**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.