

**Position Title:** Spanish Court Interpreter (Intermittent)

**Job 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.

**Salary:** \$22.43 per hour, maximum of 1,560 hours during the 2017 Fiscal/Calendar year. No medical, dental or vision benefits nor overtime or holiday pay. This is a temporary intermittent position dependent upon annual Shawnee County funding.

**Work Location & Period:** Spanish interpretation for the 3rd District Court, Shawnee County Courthouse, Topeka, KS. Work may be performed in a courtroom, judge's chambers, attorney's office, jail, detention center or hospital or at various branch courts. Provides language interpretation at first appearances, arraignments, preliminary hearings, trials & other court proceedings. Assists court patrons or supports other matters as directed/required. Hours are scheduled as needed by the Court during normal business hours. Weekend, holiday and evening hours may be required.

**Proficiency, Education, Competencies and Training:**

- Must read and write both Spanish and English language with a high degree of proficiency.
- Applicant should possess an Undergraduate Degree in the source language or possess a Foreign Language Certificate from a recognized Interpreter Training Program in Spanish, or a closely related field. Two years of court/legal related experience preferred.
- Having successfully passed a State Consortium or Federal interpreter certification test will substitute for the minimum education requirements.
- Prior experience interpreting in court proceedings or similar environment preferred.
- Knowledge of the specialized vocabulary used in the judicial environment. The skill level of the language(s) must include slang, vulgarities and normal idioms.
- Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions, and probation violation hearings and sentencing.
- Knowledge of the court system and legal terminology recommended.
- Candidate must be able and willing to travel to other facilities as required.
- Ability to work independently with minimum supervision.
- Computer literate, skill in using Microsoft Word and Excel.
- Excellent interpersonal skills.

**Data Responsibility:** Compiles, examines, or evaluates data or information and possibly recommends action based on results. Prepare reports as needed. May be required to assist other departments as needed.

**People Responsibility:** Provides assistance to court patrons who require language translation or interpretation.

**Equipment Usage:** Handles routine office machines, computers, telephones, fax, tools, equipment, or work aids involving language translation equipment.

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