

Shasta County Superior Court has a continuous recruitment for the position of Court Interpreter Pro Tempore (Spanish).

Distinguishing Characteristics

This is a single-level classification. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. Employees in this classification also perform sight translation (reading written texts and giving an oral translation of text) as needed.

Required Skills and Knowledge:

- Orally convey the meaning from and into English and Spanish by interpreting in the simultaneous, consecutive, and sight translation modes; the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting.
- Correct usage of grammar and vocabulary of English and Spanish, provided the source language speaker is using correct grammar and vocabulary.
- The ability to interpret accurately and remain impartial including in adversarial and emotionally charged situations.
- Knowledge and understanding of legal concepts and forensic terminology in both English and Spanish.
- Familiarity with the general range of regional and cultural variations in Spanish. Ability to conduct ongoing research into variations in terminology and usage of Spanish.
- Ability to use office equipment, including computer, telephone, and copiers, as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation.
- Ability to understand and adhere to California statutes, Rules of Court, and applicable personnel rules concerning court interpretation.
- Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters.
- Ability to interact professionally and cooperatively with those contacted in the course of work.

Special Requirements

- Possession of a valid Certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the state of California.
- A valid Class "C" driver license, or the equivalent, or the ability to utilize an alternative method of

transportation when needed to carry out job-related essential functions.

- Any offer of employment is contingent on alcohol/drug testing and a physical examination.
- All Court employees must take the Oath of Allegiance.

Example of Duties

- Interprets from and into English and Spanish language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations of documents for the benefit of the court 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.
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.
- Performs other Spanish language interpretation duties as assigned, such as providing general court information at an information counter to the Spanish speaking public and processes documents related to interpretation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits

- **Salary:** \$156.56 per 4-hour day
\$282.23 per 8-hour day
- **Other:** A credit union and direct deposit are available.
- **Holidays:** One full day holiday pay, up to a maximum of 9 days/fiscal year, for each 20 full workdays.
- Travel expenses to appear for an interview will not be reimbursed.

This is a nonbenefited, on-call position hired pursuant to the Trial Court Interpreter Employment and Labor Relations Act (SB 371).

Application and Selection Procedure

Candidates must complete and submit a Court Interpreter application form along with the supplemental application form and include a copy of your Certificate. A cover letter and resume may also be submitted. A qualifications appraisal committee will review applications and only the best-qualified candidates will be invited to interview for the position. Meeting the announced requirements does not guarantee inclusion into the selection process. The interview process ranks you for the list of eligible candidates and the top finalists will be referred to the Assistant Court Executive Officer for final interview, background check, and selection. **Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as “See/Refer to Resume” or “See Attached.”** Shasta County Superior Court is an Equal Opportunity Employer. Arrangements may be made to accommodate disabled applicants by informing the Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001**

Phone for an application at (530) 225-5752, pick up an application at the above-noted address, or visit our Web site at www.shastacourts.com.

JOB HOTLINE NUMBER: (530) 225-5752

Applications will be accepted on a continuous basis. However, recruitment may close at any time. **Faxes and e-mails will not be accepted.**

TO APPLY FOR THIS POSITION, YOU MUST POSSESS A VALID “CERTIFIED COURT INTERPRETER” CERTIFICATE.



**ONE LAW,
MANY LANGUAGES**

About the Court

The Superior Court of California, County of Shasta, hears criminal, civil, traffic, family law, probate, juvenile, and mental health cases. There are nine judges and two commissioners with a staff of approximately 180 employees (including security personnel). The Court operates at the county seat in Redding. The Court has one branch facility in Burney.

About Shasta County

Shasta County is a general law county with a population of approximately 185,000. Interstate 5 runs through the county, which is located 160 miles north of Sacramento, and has a relatively large land area of 3,850 square miles. The seasonal climate offers excellent adventures in the great outdoors, including camping, hiking, biking, skiing, hunting, and fishing. The Sacramento River traverses the county, spilling into and out of Shasta Lake (367 miles of shoreline). These bodies of water, along with Whiskeytown Lake and the surrounding mountains, provide for an array of recreational activities. Mt. Lassen and the Trinity Alps lie in adjacent counties. Views of Mt. Shasta are prominent as one travels around the county.

The City of Redding (population 88,000) is the financial, industrial, medical, and retail center of far Northern California. Redding has outstanding municipal services, good schools, two large acute care hospitals, and offers a variety of cultural activities. The county's two other incorporated cities, Anderson (population 10,050) on I-5, 10 miles south of Redding, and Shasta Lake City (population 9,693) on I-5, 8 miles north of Redding, are growing population centers. Housing is available in most price ranges, with a median cost of \$200,000.

Advanced education is available in the county at Shasta Community College (AA and Technical Programs), Simpson University (BA and Special Programs), National University (BA and Special Programs), and through the California State University Extension Program. California State University at Chico is located 70 miles from Redding.

EQUAL OPPORTUNITY EMPLOYER

Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001

**SUPERIOR COURT OF THE
STATE OF CALIFORNIA**

COUNTY OF SHASTA

INVITES APPLICATIONS FOR



**Court Interpreter Pro Tempore
(Spanish)**

\$156.56 (4-hour day)

\$282.23 (8-hour day)

**Final Filing Date: Continuous
(Open Until Filled)**