

**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Court Interpreter – Consortium Certified (English/Spanish)  
3,610.93Monthly (1 POSITION) \$43,331.15 annually

**CLOSING DATE:** Open Until Filled

**WORK SCHEDULE:** Monday through Friday

**JOB LOCATION:** Polk County Courthouse

**WORKING JOB TITLE:** Certified Court Interpreter

**GENERAL DESCRIPTION:**

An individual in this position is responsible for the accurate interpretation translation of verbal and written translation from one language to another. Work may be performed at various branch courts and/or in a courtroom, judge's chambers, jail, detention center or hospital.

**RESPONSIBILITIES:**

- Interprets oral communications from a foreign language to English and vice versa; renders oral interpretation of written text.
- Reviews any material translated with the party and attorney involved with a case as required.
- Interprets for defendants, judges, lawyers, witnesses, social workers, state attorneys, and public defenders.
- Interprets at first appearances, arraignments, pretrial conferences, bond hearings, plea bargains, motions, jury selections and trials. May be required to work weekends on a rotation basis. May require travel to branch courthouses.
- Performs related work as required.

**QUALIFICATIONS:**

Graduation from college with an associate's degree or experience as an interpreter or any equivalent combination of education and **Consortium Certified** and experience which provides the following knowledge, abilities and skills:

- Knowledge of the specialized vocabulary used in the judicial environment.
- Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions, and probation violation hearings and trials.
- Ability to translate and interpret fluently from Spanish to English and vice versa. **Required language is Spanish.** The language may be spoken, written or recorded. The skill level of the language(s) must include slang, vulgarities and normal idioms.
- Ability to work independently with minimum supervision.
- Skill in the use of dictating machines and video/audio cassette recorders.
- Computer literate, skilled in Microsoft Word.
- Excellent interpersonal skills.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

**Certified Court Interpreter by the Court Interpreter Certification and Regulation Program (CICRP) of the Office of the State Courts Administrator (OSCA), Florida State Courts System; Biennial Renewal and Continuing Interpreter Education (CIE) Compliance Requirement and experience as an interpreter.**

**PHYSICAL DEMANDS:** Work involves a significant amount of standing, walking, sitting, talking and listening; must be able to transfer up to 10 pounds.

**COMMUNICATION:** Strong communications skills required with the ability to write, speak audibly, clearly and accurately in both English and in Spanish in a diverse environment.

**LICENSE AND CERTIFICATION REQUIREMENTS:** Must possess a valid Florida Driver's License.

**Interested applicants must complete a State of Florida job application form and submit it no later than the closing date indicated above to:**

**Stephanie Sullivan  
Human Resources Manager  
P. O. Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035  
TDD: (863) 534-7777**

**IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE NOTIFY THE HIRING AUTHORITY IN ADVANCE.**