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

OFFICIAL JOB TITLE: Supervising Court Interpreter
SALARY: $82,245.12
CLOSING DATE: Open until Filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION:

The essential function of the position within the organization is to supervise operations of the Court Interpreter Department. The position is responsible for supervising staff; scheduling, training, supervising and assisting with interpreting and translating assignments; managing budgets; and performing related administrative/clerical functions. The position works independently, reporting major activities through periodic meetings.

EXAMPLES OF WORK PERFORMED:

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Supervises staff, including recruiting, selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates and assists with daily language interpreting services; oversees activities of staff court interpreters and independent contractors; participates in development of contracts for contractor services.
- Ensures compliance by interpreters with organizational policy and procedures, and determines program deficiencies and needs and makes adjustments.
- Maintains personnel records and files; interviews prospective contract interpreters/translators and makes determination of qualifications.
- Oversees, reviews and approves expenditures for area of responsibility; provides fiscal data for preparation of annual budget; reviews and processes free-lancer invoices.
- Gathers information/data to support periodic and special reports documenting activities for area of responsibility.
- Performs administrative tasks such as collecting data for the computation and submission of statistical records and reports, translating correspondence and other court-related

documents, preparing and submitting statistical information, or preparing or assisting with preparation of periodic employee performance evaluations.

- Attends or conducts employee orientation, staff and Supreme Court Interpreters Advisory Group meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the legal processes involved in civil and criminal litigation; Knowledge of the business and professional relationships and ethics involved among courts, judges, attorneys and law enforcement agencies; 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. Skill in the use of dictating machines and video/audio cassette recorders. Computer literate, skilled in Microsoft Word. Excellent interpersonal skills. Ability to communicate effectively, both orally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

Graduation from an accredited four year college or university with a degree in either law, public administration or business administration, and eight years of experience in the field of specialization and/or executive management at a comparable level of responsibility. 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.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

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

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.