



## **Cleveland Municipal Court General Division-Job Posting**

<b>Job Title:</b>	<b>Court Interpreter II (Spanish)</b>	<b>Salary Grade:</b> 6
<b>Department:</b>	<b>Administrative Services</b>	<b>Salary Range:</b> \$45,493-\$54,590.00
<b>Reports To:</b>	<b>Interpreter Coordinator</b>	<b>Date Created:</b> April 2008
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Date Revised:</b> April 2019

### **POSITION SUMMARY**

Under supervision, Court Interpreters performs a wide variety of language interpretation activities on an assigned basis for Limited English Proficient individuals doing business with the court. Incumbents perform duties as an interpreter for courtroom and other legal proceedings, which may include, but are not limited to, arraignments, preliminary hearing, pre-trial conference and court trials. Appointees may also be assigned to be part of a translation team for various projects.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this position. Individuals in this position may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel in this position. Other duties may also be assigned.

1. Sight translates appropriate foreign language or English documents as required during a proceeding, hearing, interview, or other court related communicative events.
2. Interprets in the simultaneous and consecutive modes court functions of legal significance conducted by employees of Cleveland Municipal Court, such as mediations, interviews, weddings, specialized dockets and other court related communicative ancillary services.
3. Adheres to the Supreme Court of Ohio Code of Professional Conduct for Court Interpreters and Translators.
4. Actively participates, shares, and reports on trainings to maintain continuing education hours in order to improve or maintain skills such as in-house trainings, in-house team meetings, Supreme Court sponsored trainings, professional organization trainings as well as additional employee trainings.
5. Maintains records of interpreting and translating activities.

6. Collects, interprets, and analyzes data for the computation and submission of statistical records and reports.
7. Translates and cooperates as a team in the translation and editing process of court related material which includes vital documents and any other assigned translations requested by the Court.
8. Provides quality service that continuously improves, and meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

## **SUPERVISORY**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

1. Ability to interpret in consecutive and simultaneous modes for proceedings such as hearings, interviews, and other court-related communicative events.
2. Ability to sight translate specified foreign language or English documents during a proceeding, hearing, interview, and other court-related communicative events.
3. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
4. Ability to keep clear, concise, and informative records and reports.
5. Possess excellent grammar, syntax, and proofreading skills in order to perform translation projects assigned by the Court.
6. Must be able to communicate and interact appropriately with judges, administrators, employees, defendants, victims, other agencies, and the public.
7. Ability to organize and prioritize duties.
8. Proficient in the use of Microsoft Office applications, and ability to acquire knowledge and proficient use on applications such as Access and the Court's case management system.

**EDUCATION and/or EXPERIENCE**

Certified by the Supreme Court of Ohio or ability to obtain reciprocity if certified by another state through the Consortium of the National Center for State Courts and maintain the requirements regarding continuing education credit hours. High School diploma. Two years or more of college preferred. Minimum of three years Court-related/legal or related experience preferred. Basic knowledge of the English language and specified foreign (Spanish) language, legal and medical terminology.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants will be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**Please submit your cover letter & resume to [employment@cmcoh.org](mailto:employment@cmcoh.org) by Friday, May 31, 2019.**

**Equal Opportunity Employer – Smoke-free and Drug-free Workplace**