

Assistant Supervising Court Interpreter 7510

Distinguishing Characteristics of Work

This is responsible administrative and supervisory work coordinating the daily operations of foreign language interpreting services for specific proceedings for the Judiciary and various court service programs. Work involves evaluating and training lower level staff, assisting the Supervising Court Interpreter with coordinating all interpreting and translating services provided by the court and ensuring the quality, timeliness and procedural compliance of the work conducted by the Court Interpreters and Court Translators. Duties include interpreting complex proceedings, hearings, interviews and other court-related events in sight; simultaneous and consecutive modes of interpreting; reviewing translations of; or translate into foreign language official forms, documents, public signs, notices, posters, form letters, job applications and correspondence. The Assistant Supervising Court Interpreter may directly oversee and supervise Court Interpreters and Court Translators. Work is performed under the general direction of the Supervising Court Interpreter and is reviewed based upon observation, periodic reports, and feedback.

Education and Training Guidelines

A bachelor's degree in social science, public administration, public affairs, criminal justice, sociology or a related field, and two years of court interpreting/translating experience, and/or any equivalent combination of related training and experience.

Possession of a passing grade on a recognized written interpreter examination or an oral examination which tests written translation, consecutive, site, and simultaneous translation ability is desired.

Knowledge, Skills, and Abilities

Knowledge of supervisory principles and practices. Knowledge of the theory, method, techniques, ethics and standards of interpreting and translating. Knowledge of grammatical conventions observed during formal, consultative and casual modes of oral communication in English and the foreign language. Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions and probation violation hearings and sentencing. Knowledge of the performance criteria applicable to assessing the qualifications of employees and free-lance foreign language interpreters. Knowledge of the alternate methodologies used to assess the qualifications of foreign language interpreters. Skill in the use of office technology. Excellent interpersonal skills. Ability to add, subtract, multiply and divide.

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Knowledge, Skills, and Abilities (continued)

Ability to maintain organized records and files. Ability to provide effective leadership. Familiarity with immigrant, non-English speaking cultures, populations and issues in Florida. Ability to acquire a wide knowledge of the methods, techniques and procedures used in evaluating the work of court interpreters. Ability to interpret in consecutive and simultaneous modes complex hearings, interviews and other court-related communicative events. Ability to translate forms, letters and other court-related documents from English to specified foreign language and vice versa. Ability to supervise, evaluate and determine deficiencies, needs and progress of court interpreters, translators and trainees. Ability to collect, interpret and analyze data. Ability to maintain clear, concise and informative records and files. Ability to communicate effectively. Ability to plan, organize and maintain workflow. Ability to establish and maintain effective working relationships. Ability to speak English and the foreign language fluently. Ability to use a variety of reference, descriptive, and/or advisory data and information.

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