

# **SUPERVISING COURT INTERPRETER 7505**

## **Distinguishing Characteristics of Work**

This is specialized professional and supervisory work coordinating the daily operations of foreign language interpreting services for specific proceedings for the Judiciary and various court service programs. A foreign language is defined as any language other than English, including sign language. Work involves interpreting complex proceedings; translating forms, letters, and other court-related documents; evaluating and training lower level staff; and coordinating all interpreting and translating services provided by the court. This position also includes overseeing Court Interpreters, Court Translators. The Supervising Court Interpreter evaluates overall need for interpreters and translators and makes recommendations to the Court Administrator; interviews prospective contract or free-lance interpreters and translators, determining qualifications, planning, assigning scheduling, and directing contract interpreters and translators for court or other assignments; and appraises performance. The Supervising Court Interpreter ensures efficient administration of interpreting and translating services in consultation with the Court Administrator. Work may be performed at various branch courts and/or in a courtroom, judge's chambers, attorney's office, jail, detention center, hospital, or any other site. Work is performed under the general direction of the Court Administrator and is reviewed based upon observation, periodic reports, and feedback.

## **Education and Training Guidelines**

Bachelor's degree in Social Science 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 consecutive, site, and simultaneous translation ability.

## **Knowledge, Skills, and Abilities**

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.

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## **Knowledge, Skills, and Abilities (con't)**

Thorough understanding of the canons of the professional code of conduct for court interpreters. Thorough understanding of the ethical standards of professional behavior applicable to court interpreters. Skill in the use of office technology. Excellent interpersonal skills. Mathematical skills - general ability to add, subtract, multiply, and divide. Organizational skills - ability to maintain organized records and files. Leadership and motivational skills - ability to provide effective leadership. Ability to acquire a wide knowledge of the English-speaking cultures of the United States and specified foreign language-speaking cultures in Florida. Ability to acquire a wide knowledge of the court system and related agencies. 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 from other specified foreign language to English. Ability to oversee and evaluate court interpreters and trainees. Ability to determine deficiencies, needs and progress of court interpreters and trainees. Ability to collect, interpret, and analyze data. Ability to maintain clear, concise, and informative records and files. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. Ability to plan, organize, and maintain workflow. Ability to establish and maintain effective working relationships. Ability to speak English fluently, including regional colloquialisms and slang expressions. Ability to speak the foreign language fluently, including regional colloquialisms and slang expressions. Ability to use a variety of reference, descriptive, and/or advisory data and information.

**Effective: March, 2007**