

Florida State Courts System

Class Specification

Class Title: Assistant Supervising Court Interpreter

Class Code: 7510

[Pay Grade 20](#)

General Description

The essential function of the position within the organization is to coordinate the daily operations of foreign language interpreting services for specific proceedings for the Judiciary and various court service programs. The position 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.

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.)

Evaluates and training lower level staff.

Assists the Supervising Court Interpreter with coordinating all interpreting and translating services provided by the court.

Ensures the quality, timeliness and procedural compliance of the work conducted by the Court Interpreters and Court Translators.

Interprets complex proceedings, hearings, interviews and other court-related events in sight; simultaneous and consecutive modes of interpreting.

Reviews translations of; or translate into foreign language official forms, documents, public signs, notices, posters, form letters, job applications and correspondence.

Maintains message content, context and style as much as possible during interpreting process.

Collects and inputs data for statistical purposes concerning the number and type of interpreting tasks performed.

Remains current in reference information resources, such as vocabulary in legal, medical and other areas, different cultural features or local and world events.

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Assists with miscellaneous tasks such as on-the-job training for interns as directed by supervisor.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex translations; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as recording equipment, computer or telephone.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in social science, public administration, public affairs, criminal justice, sociology, or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience, including extensive court interpreting/translating experience.

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Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires appropriate interpreter qualification/certification.