

Florida State Courts System

Class Specification

Class Title: Supervising Court Interpreter

Class Code: 7505

[Pay Grade 23](#)

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

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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.

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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

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

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

Assets Responsibility:

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

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

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 reports; makes presentations to professional groups.

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Complexity of Work:

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

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and 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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computer, listening devices, printers or dictaphones.

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.

Three years of related experience, including two years of managerial/supervisory 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.