

Florida State Courts System Classification Specification

Classification Title: Court Interpreter
Pay Grade: 67
Class Code: 7530
FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking or hearing impaired persons to ensure due process. The position is responsible for interpreting the spoken or written word from a source language to a target language, translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data. The position works under direct supervision according to set procedures.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Listens to a speaker's statements during regular court proceedings, either in person or via remote video or telephone; prepares interpretations or interprets statements simultaneously or consecutively into specified languages, orally or by using hand signs.
- Translates documents and recorded materials presented in court from a source language to a target language.
- Provides interpreting services for court appointed psychological evaluations and competency evaluations.
- Maintains message content, context, and style as much as possible during interpreting process.
- Testifies as expert witness regarding accuracy of documents translated for court proceedings.
- 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.
- Assists with miscellaneous tasks such as on-the-job training for interns as directed by supervisor.
- Attends and/or conducts staff and other professional meetings and conferences to exchange information.
- Attends technical or professional seminars or conferences to improve professional skills.

MINIMUM 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 English, the source language, 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 court/legal related work experience.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

Requires valid certificate as a Certified Court Interpreter issued by the Florida Supreme Court, Office of the State Courts Administrator.

Applicants who are selected as court interpreters, but who are not certified at the time of court employment, must become certified within one year of being employed in a court interpreting position. The one-year requirement may be modified by the board on a case-by-case basis, if necessary; but, only in exceptional circumstances. See Fla. R. Court. Interp. 14.205(c).

COMPETENCIES/RESPONSIBILITIES

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.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility

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

Provides assistance to people to achieve task completion; persuades or influences others in favor of a service, course of action, or point of view.

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

percentages.

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.

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/Errors

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.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021