



COURT INTERPRETER/COORDINATOR

Department: Superior Court
Job Class #: 235900
Pay Range: Professional 09

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTIONS

Recruit, assign, and confirm interpreters for all spoken languages, American Sign Language and deaf captioning for court hearings, interviews and counseling/educational sessions. Orients and trains newly-recruited interpreters on court procedures and protocols. Supervises and coordinates scheduling of interpreters and case tracking procedures. Incumbent is responsible for personnel management, planning, organizing and directing services of the interpreter program. Serves as primary liaison between interpreters/Administrative Office of the Court Office of Interpreter Services, judges, court staff, attorneys, corrections staff and the public. Reports to the Court Administrator and Deputy Court Administrator. Monitors interpreter budget. May interpret if bilingual and certified.

ESSENTIAL FUNCTIONS

- Recruit, interview and expand the pool of interpreters to accommodate court needs.
- Develop and continually update interpreter language bank information and informational records of interpreter's languages (as well as American Sign Language and deaf captioning). Compile a list of other interpreter agencies.
- Develop and maintain interpreter library and resource materials. Organize form files.
- Receive, approve, log and prepare interpreters' bills for payment. Prepares interpreter service agreement contracts, assist in handling interpreter payment problems.
- Conduct periodic orientation sessions as needed for new interpreters (all languages) to review ethics of court interpreting, court forms, and court procedures. Develop handouts for these orientations. Provide information regarding courthouse layout, procedures, guidelines for courtroom etiquette, and protocols for court interpreting. Hold periodic informal meetings with interpreters to discuss changes in court procedures, policy.
- Supervise daily work of contract/independent interpreters with assigned court events, ensure they have appropriate forms, are informed of payment procedures, and are aware of daily schedule/location of hearings may involve direct observation of new interpreters, as well as evaluation and feedback to improve performance.
- Plans and directs the daily program operations.
- Handle requests from other agencies and private attorneys for interpreter referrals.
- Handle requests for interpreters; make determination as to the most appropriate interpreter for given case, includes contacting potential interpreters, assigning interpreters to cases and confirming assignments, respond to questions relating to ethical issues.
- Track scheduling of cases and interpreters, consider overlap, availability and cost-saving issues. Maintain logs of daily cases needing interpreters.
- Coordinate translation of letters coming into various departments.
- Gather and input information from various sources to schedule cases and update case, attorney and interpreter information in computer application.
- Brief and advise management of potential problems or conflicts. Provide monthly cost and use reports to the Administrator.

COURT INTERPRETER/COORDINATOR

Classification Description - Pierce County

Page 2

- Coordinate and serve as liaison on interpreter issues to other court departments and staff, including judges, judicial assistants, Department of Assigned Counsel, Prosecutor's Office, private attorneys, Department of Corrections Family Court Services.
- Identify and resolve problems concerning interpreters.
- Manage high-volume of phone calls from court staff, judges, interpreters, probation officers, attorneys, community agencies, other courts, potential interpreters, and general public. Deal with a wide variety of people at all levels of the system.
- Respond to requests for information, referral requests from the public, other court staff, attorneys, directing them to assigned courtroom, office.
- Attend to general needs of interpreters - advise as to purchasing special equipment needed for specific court hearings, respond to interpreters concerns.
- Serve as liaison with community agencies – develop a working relationship with TACID (Tacoma Area Coalition of Individuals with Disabilities).
- Respond to requests for information from Juvenile Court, Civil Commitments and other courts statewide.
- Serve as member of committees as requested. Provide information, input, and recommendations to various committees, raise issues for consideration and relating to interpreter policy development/interpreter concerns.
- Establish office filing system and case tracking/scheduling system.
- Maintain records of all activities/cases current and inactive.
- Maintain and enhance level of knowledge through continuing education, participating in courses, workshops, conferences, and study groups.
- Occasional driving to other court locations.

OTHER JOB FUNCTIONS

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the court system, court rules, regulations and practices, Washington Administrative Code, court procedures, and legal terminology.
- Knowledge of the interpreter code of conduct, its appropriate application and interpreter certifications.
- Knowledge of and sensitivity to other cultures.
- Knowledge of and skill in design, development and implementation of policies for and principles of program management and administration.
- Knowledge of and skill in team-building, negotiation and facilitation.
- Skilled in Word, Excel and other word processing applications.
- Ability to work under extreme pressure in a fast paced work environment to handle deadlines and emergencies.
- Skilled in complex scheduling.
- Ability to maintain a high degree of organization.

- Knowledge of and skill in operating TDD machine and relay calls for the deaf and hard of hearing.
- Ability to make efficient use of court time and resources.
- Ability to accurately obtain and transfer appropriate information.

COURT INTERPRETER/COORDINATOR

Classification Description - Pierce County

Page 3

- Ability to remain attentive to detail and accuracy in all phases of the position.
- Skilled in working effectively with, a wide variety of people at all levels of the system display tact, courtesy, patience and discretion.
- Ability to quickly analyze a situation and resolve it.
- Skill in managing multiple tasks simultaneously.
- Able to make decisions.
- Skill in handling personnel issues.
- Ability to be flexible and adaptable.
- Ability to meet the travel requirements of the position.

PHYSICAL ACTIVITIES/REQUIREMENTS

- Walking, fingering, talking, hearing and seeing.
- Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.
- May require close contact with individuals as well as interpreting in the jail.

RECRUITING REQUIREMENTS

A bachelor's degree from an academically accredited college or university is preferred; relevant experience may be substituted year for year. Demonstrated knowledge and awareness of cultural diversity required. Bilingual desirable. Washington State Driver's License.