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**COURT INTERPRETER, CERTIFIED**

**Department: Superior Court**  
**Job Class #: 235700**  
**Pay Range: Professional 07**

**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:** Under the general direction of the Superior Court Administration Management Team and the supervision of the Pierce County Interpreter Coordinator performs a wide variety of language interpretation activities on an assigned and as-needed basis for Pierce County Superior, District and Juvenile Courts, Prosecuting Attorney's Office and Department of Assigned Counsel; and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public. Will perform other duties as assigned, including handling various functions in the Interpreter Services Office.

**ESSENTIAL FUNCTIONS**

- Interprets accurately and completely between English and a specific language other than English using the three modes of interpretation; simultaneous, consecutive and sight translation.
- Provides on-site and telephonic interpretation for judges, attorneys, court staff, and other court-related departments at the direction of the Interpreter Coordinator.
- Interprets court proceedings for defendants, clients, witnesses, litigants, juvenile respondents and parents
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Makes sight translations of documents for the benefit of the court, including, but not limited to technical, medical, and legal documents, written evidence and correspondence, reading written texts and giving oral translations of texts as well as other documents as requested by the court and related personnel.
- Translates written letters and assists in updating frequently used court documents such as plea forms, scheduling orders, misdemeanor forms, and other court forms.
- Research and understand terminology used in courts and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Review the daily interpreter calendars and receives assignments from the Interpreter Coordinator and accurately completes daily activity logs, or other documentation as required.
- Attends meetings and continuing education classes as required to maintain certification status.
- May travel to other courts and other assignment sites in Pierce County.
- Performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

This position will report directly to the Interpreter Coordinator and the employee will be expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Interpreter Coordinator for thoroughness, timeliness and compliance with court regulations, policies, procedures and Washington State interpreter standards and ethical guidelines.

**COURT INTERPRETER, CERTIFIED**  
**Classification Description - Pierce County**  
**Page 2**

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in courtroom, office and secure confinement environments and also involves traveling to offsite county agency and court locations and service providers. May come into contact with individuals who are argumentative and in highly emotional situations. Driving to offsite locations is required. Danger of physical harm may occasionally be present in the courtroom or secure confinement settings. Minimal lifting or moving of objects or equipment of 20 pounds or less may be required.

**PHYSICAL REQUIREMENTS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Speaking, listening and observing are all necessary for a court interpreter. Must have finger dexterity to operate electronic devices and for computer keyboarding. The ability to read, write and communicate effectively in both English and a specific language(s) other than English. There is standing, sitting, bending/stooping, pushing/pulling and minimal lifting associated with this classification as it is currently performed. The ability to travel to offsite locations is required. May require close contact with individuals, including interpreting in jail and other secure environments.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- The court system, court rules, regulations and practices, court procedures, and legal terminology.
- The interpreter code of conduct, RCW 2.43 and Federal Civil Rights Act of 1964.
- Interpreting techniques and ethics; correct usage of grammar, spelling and punctuation of both English and a specific language(s) other than English.
- The role of a court interpreter.
- A specific language(s) other than English with proficiency in proper, regional, and idiomatic usage; the legal and technical terminology and idiomatic and street jargon in the English and a specific language(s) other than English.
- Pierce County Interpreter Services scheduling system.

**Skill in:**

- Simultaneous and consecutive interpretations and sight translation.
- Translating and proof reading documents written in both English and a specific language(s) other than English.
- Typing, listening, transcribing and translating recorded conversation.
- Working effectively with a wide variety of people at all levels.
- Managing multiple tasks simultaneously and knowing how to prioritize them.
- Microsoft Word, Excel, Outlook and other county case management applications.
- Listening to and reconstructing the message from one language to another without omitting or adding anything.

**Ability to:**

- Interpret accurately and remain impartial in situations that may be adversarial and emotionally charged.
- Interact effectively with individuals from diverse backgrounds.
- Concentrate and deliver interpreting services in a busy and fast-paced environment.
- Adhere to interpreter ethics and standards, as stipulated in General Rule 11.2 Code of Conduct

**COURT INTERPRETER, CERTIFIED**  
**Classification Description - Pierce County**  
**Page 3**

for Court Interpreters.

- Interact professionally and cooperatively with those contacted in the course of work.
- Use transmitter and receiver equipment provided by the court for simultaneous interpretation
- Multitask, be proactive, and make efficient use of court time and resources.
- Use office equipment, including computer, telephone, and copiers, as required by the assignment.

**MINIMUM REQUIREMENTS TO APPLY**

- Certified by the Administrative Office of the Courts as in a specific language as a language court interpreter in the State of Washington.
- Five years of experience as a court certified interpreter.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS**

- Possess a valid Washington State Driver's License.
- Ability to successfully complete and pass a Pierce County background investigation.