



JUDICIAL BRANCH OF ARIZONA
IN MARICOPA COUNTY

Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.

Court Interpreter – Certified: \$28.25 - \$35.15 Hourly

Court Interpreter: \$22.00 - \$28.50 Hourly

Judicial Branch facilities are located throughout Maricopa County. This position may be reassigned to other locations. Assignments will be made based upon the needs of the department.

This position is an unclassified, full-time position and is not covered by the Judicial Merit Rules or Classified Personnel Rules.

POSITION OVERVIEW:

The Court Interpreter is responsible for providing clear, accurate and complete Spanish/English interpretation services for Superior and Justice Courts in Maricopa County and acts as point person for interpreter caseload tracking and documentation as well as case related, subject-matter and linguistic research.

[Click here](#) to take a quick peek at this short video for insights into the daily experiences of an Interpreter.

Candidates who are not credentialed at the Tier 3 or Tier 4 level of the Arizona Court Interpreter Credentialing Program will be compensated at the non-certified salary rate of \$22.00 - \$28.50 per hour. Within 24 months of the date of hire, new employees are required to become credentialed at Tier 3 or Tier 4. Upon successful completion of credentialing, employees are eligible for an increase within the Court Interpreter-Certified salary range of \$28.25 - \$35.15.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

Bachelor's Degree in any field and two (2) years of paid, professional interpreting experience in a position defined as an official interpreter in the English<>Spanish language in a municipal, general jurisdiction or United States District Court, or in a medical environment in a clinic or hospital or experience as an escort interpreter or conference interpreter for a government official or dignitary. Other combinations of education and experience may be substituted for the professional experience requirement as follows: A Master's Degree or Second-year candidates for the Master's degree in interpretation or translation; OR an

Associate's degree and four (4) years of experience, as described above; OR Certification at the Tier 3 or Tier 4 level of the Arizona Court Interpreter Credentialing Program and four (4) years of experience, as described above; OR Professional interpreting experience in a municipal, general jurisdiction or U.S. District Court may substitute for the Bachelor's degree on a year-for-year basis.

Specialized training, certifications, and/or other special requirements:

Effective with the implementation of the Arizona Court Interpreter Credentialing Program, courts will be required to have current staff interpreters credentialed at the Tier 3 or Tier 4 level by June 30, 2019. Any new court employee providing interpreting services hired after June 30, 2017, will be required to hold an Arizona credential at the Tier 3 or Tier 4 level. In the event a credentialed candidate is not available at the time of recruitment, the court shall require the new employee to become credentialed at the Tier 3 or Tier 4 level within 24 months of their date of hire. Additionally, as of July 1, 2017, courts will be expected to show a preference for those interpreters who are credentialed whenever contracting with freelance interpreters. <http://www.azcourts.gov/interpreter/Arizona-Court-Interpreter-Credentialing-Program>

Knowledge, skills, and abilities:

Knowledge of:

- Written and spoken English and Spanish at an in-depth level and familiarity with the various socio-dialects of both languages.
- All three modes of interpretation: simultaneous, consecutive, and sight translation. Must be able to demonstrate proficiency.

Skill in:

- Verbally communicating with others to convey information accurately and effectively.
- Time management and organizational techniques.
- Completing assignments accurately and with attention to detail.

Ability to:

- Interpret and translate from Spanish to English and vice versa.
- Establish and maintain effective working relationships with others.
- Effectively communicate both in written and verbal form.
- Work with confidential and sensitive information.
- Multitask and cope with a high volume of work in a time critical environment.

Preferred education and/or experience:

Preference will be given to those applicants with post-graduate education in Interpreting e.g. M.A. from Middlebury (formerly Monterey) Institute of International Studies, the University of Maryland, B.A. from the University of Arizona in Mexican American Studies or Spanish in which a certificate of completion has been granted in Court Interpreting or any comparable academic program with a concentration in Translation and Interpreting, or a specialized certificate from the a post-graduate program in conjunction with a degree. Work as a professional interpreter in a general or limited-jurisdiction court.

Preferred training, certifications and/or other special requirements:

ACICP Tier 3 or 4 (Interpreting)

Working conditions:

Appearances before a court of law, utilizing electronic equipment to facilitate intervention among participants (judicial officers, attorneys, parties, witnesses and other individuals, taking into account the pragmatics of a judiciary setting without disrupting the proceedings held).

ESSENTIAL JOB TASKS:

- Interprets simultaneously and consecutively from English to Spanish and Spanish to English during court interviews, hearings, and proceedings.
 - Makes sight translations during interviews, hearings, and court proceedings of documents such as court petitions, reports, notices and agreements.
 - Performs case-related and law-related research to prepare for in-court interpreting appearances.
 - Maintains caseload, updating department as to movement of case, based on individual assignment.
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TO APPLY

The recruitment is open continuous. Applications will only be accepted online. Please [click here](#) to apply immediately.

All offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer the question regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of the offer and employment.

The Judicial Branch is an Equal Opportunity Employer. It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-4473.