



Career Service Authority

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Court Interpreter

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance interpreting work for Denver County Court including administrative tasks as assigned.

DISTINGUISHING CHARACTERISTICS

This class performs full performance level work providing interpretation services and assists with contract interpreters. This class is distinguished from the Interpreter Coordinator that performs supervisory work over the language interpreter office, monitors contract interpreters, interprets for the court, and ensures that documents are translated.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work over contract or temporary employees.

ESSENTIAL DUTIES

Interprets in court proceedings, trials, arraignments, and hearings.

Maintains and files reference materials and monitors interpreting equipment.

By position, trains assigned employees, checks employee work, and provides orientation for new interpreters.

By position, schedules work time of contract interpreters including availability.

By position, assists with review and approval of bills for payment of contract interpreter services.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Integrity/honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Leadership - Interacts with others to influence, motivate, and challenge them.

Self-Management - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Teaches Others - Helps others learn, identifies training needs, provides constructive reinforcement, coaches others on how to perform tasks, and acts as a mentor.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Skill in speaking and understanding both English and a second language sufficient to be able to perform sight translation, consecutive interpretation, and simultaneous interpretation.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object up to 10 pounds.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience working in a professional capacity as an interpreter with Non-English speaking persons.

Education/Experience Equivalency:

A combination of appropriate education and experience may substitute for the minimum education and experience requirement.

Licensure and/or Certification:

Possession of a Certified Interpreter credential issued by Denver County Court, the Administrative Office of the U.S. Court, National Association of Judiciary Interpreters and Translators, or the Consortium at the time application. Certification must be maintained for the Colorado Court Interpreter Program.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2007

REVISED BY: Patricia Anderson

CLASS HISTORY Revision of Court Interpreter spec format and occupational group.
11/2006 – Revised and updated the class specification. Changed the education and experience requirements to mirror the State of Colorado – Judicial Branch requirements.