POSTING DATE: CONTINUOUS

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Interpreter Trainee (Spanish)
Court Reporters, Digital Recording, and Interpreter Administration

(Open to Promotion. Transfer, and New Hires)

SALARY: $39,243 - $43,065 (G15)

FILING DEADLINE: COUNTINUOUS

Applications are being accepted for this position. Qualified candidates may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

REQUIREMENTS:

1. A bachelor's degree from an accredited college or university or graduation from a recognized training program for interpreters/translators.

   OR

   Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania.
2. Satisfactory completion of a six-month employee orientation period.
3. City residency required within (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is a trainee level position where the employee will interpret, in a professional manner, all court-related proceedings for individuals with limited English proficiency. The interpreter trainee will successfully complete a training program as developed and administered by the deputy court administrator or designee(s). Work involves being familiar with legal terminology, general vocabulary usage, idiomatic expressions and grammar forms in both languages. A significant aspect of the work involves establishing an effective working relationship with limited-English proficiency individuals. Work also requires a high degree of confidentiality and discretion. The interpreter trainee must register and attend the AOPC interpreter orientation program, and follow through to complete all requirements and testing done by the AOPC, and attend all training given by the FJD Interpreter Services.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Interprets in open court and other judicial departments, divisions and offices for individuals with limited English proficiency.
- Interprets all communications as required in the appropriate interpreting modes: simultaneous, consecutive or sight.
- Translates various documents both orally and in writing such as judicial orders, notices, forms, pamphlets and correspondence for individuals with limited English proficiency.
- Gives information in language specialty to those inquiring about activities and facilities which the judiciary makes available to the public either in person or by telephone.
- Maintains confidentiality of information acquired during interpretation session as required by professional code of ethics for judiciary interpreters and other work rules.
- Keeps a record of all interpreter requests and assignments according to established procedures.
- Prepares weekly and annual reports and meets regularly with supervisor to discuss work progress and any additional issues.
- Directs and handles requests for all languages and sign interpreters according to established procedure.

ENVIRONMENTAL CONDITIONS:

Standard courtroom and office conditions.
Some contact with FJD employees and a diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Extensive knowledge of language interpretation techniques and translation practices.
- Proficiency in both Spanish and English and mastery of the use of grammar and vocabulary in both languages.
- Considerable knowledge of colloquialisms, idiomatic expressions and slang in both languages.
- Considerable knowledge of accepted professional and ethical standards, applicable statutes or rules governing interpreters, and medical, legal, financial, and technical terminology in both English and Spanish.
- Ability to convey content and assess the effectiveness of communication transmitted using the language most easily understood by the persons involved in the communication transaction.
- Ability to translate routine correspondence into language specialty.

- Ability to exercise judgment to assess whether or not communication is being understood.
- Ability to interpret for prolonged periods of time.
- Ability to maintain impartiality with regard to the setting, content and/or persons involved.
- Ability to establish effective working relationships with associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.