POSTING DATE: CONTINUOUS

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

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

(Open to Promotion. Transfer, and New Hires)

SALARY: $46,321 - $51,122 (G21)

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

2. One to two years of experience providing interpreter/translator services in a judicial setting; 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.

3. Certification from the Administrative Office of the PA Courts, or reciprocity from another State program.
4. Satisfactory completion of a six-month employee orientation period.
5. City residency required within (6) months of satisfactory completion of an employment orientation period.
6. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is professional work interpreting statements between two or more persons conversing in English and the employees' language specialty. The languages may involve terminology or idiomatic expressions difficult to translate. Employees are able to question the speaker on any point that is not understood. A significant aspect of the work involves establishing effective working relationships and inspiring confidence of non-English speaking people. The employee is responsible for communicating in a manner most easily understood and preferred. Work also requires a high degree of confidentiality and discretion.

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 departments and agencies for non-English speaking individuals.
- Interprets, from English to language specialty, questions asked of non-English speaking person both in person and by telephone.
- Translates various correspondences such as documents, notices, pamphlets for non-English speaking clients.
- Interprets written or spoken instructions for a non-English speaking person.
- Gives information in language specialty to those inquiring about activities and facilities which the city makes available to the public.
- Maintains confidentiality of information acquired during interpretation session as required by professional code of ethics.
- Keeps a record of requests for interpreters as well as assignments.
- Prepares weekly reports and meets regularly with supervisor to discuss work progress.
- Directs other language needs to appropriate department.

ENVIRONMENTAL CONDITIONS:

Standard courtroom conditions.
Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Extensive knowledge of language translation practices and techniques of language.
- Thorough knowledge of the grammar and use of language specialty and English.
- Considerable knowledge of colloquialisms, idiomatic expressions of language specialty.
- Considerable knowledge of accepted ethical standards, applicable statutes or rules governing interpreters, and medical and legal terminology.
- Ability to convey content and affect of the 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 long periods of time.
- Ability to maintain impartiality with regard to the setting and/or persons involved.
- Ability to establish effective working relationships with associates and the general public.

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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.