

Florida State Courts System

Class Specification

Class Title: Court Interpreter - Certified

Class Code: 7530

Pay Grade 67

General Description

The essential function of the position within the organization is to interpret legal proceedings for non-English speaking or hearing impaired persons to ensure due process. The position is responsible for interpreting the spoken or written word from a source language to a target language, translating court evidence to a target language, testifying as an expert witness regarding accuracy of translated documents or tapes, and collecting statistical data. The position works under direct supervision according to set procedures.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Listens to speakers' statements during regular court proceedings and prepares interpretations, or interprets statements simultaneously or consecutively into specified languages orally or by using hand signs.

Translates documents and recorded materials presented in court from a source language to a target language.

Provides interpreting services for court appointed psychological evaluations and competency evaluations.

Maintains message content, context and style as much as possible during interpreting process. Testifies as expert witness regarding accuracy of documents translated for court proceedings.

Collects and inputs data for statistical purposes concerning the number and type of interpreting tasks performed.

Remains current in reference information resources, such as vocabulary in legal, medical and other areas, different cultural features or local and world events.

Assists with miscellaneous tasks such as on-the-job training for interns as directed by supervisor.

Covers all front desk duties for Court Administration's Interpreters Office on a rotational basis.

Timeliness and attendance are essential functions of the job.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in English, the source language, or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks.

COURT INTERPRETER - CERTIFIED

Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of court/legal related experience.

Licenses, Certifications, and Registrations Required:

Requires valid certificate as a certified court interpreter issued by the Florida State Courts System's Office of the State Courts Administrator.