

**18th Judicial Circuit Court, Wheaton, Illinois
Job Opportunity**

Applications accepted until June 25, 2021.

Job Title:	Court Interpreter (Spanish)
Department:	18 th Judicial Circuit Court
Location:	Various Traffic Court locations
Schedule:	Part-Time: 20-28 hours/week Monday-Friday
Salary:	\$21.42-\$22.50/hour. There is (1) part-time position open at this time.
Contact:	courthR@18thjudicial.org

The responsibilities of this position include:

- Interpret into American English information (e.g. messages, affidavits, testimonies, etc.) simultaneously or consecutively into specified language orally.
- Interpret messages simultaneously or consecutively into specified languages, orally, maintaining message content, context, and style as much as possible.
- Interprets in real-time during court proceedings (e.g. testimonials, depositions, trials, etc.)
- Expresses either approximate or exact interpretation.
- Interprets communications for appropriate persons (e.g. defendants, defense witnesses, litigants, etc.)
- Converts written words from one language into another language.
- Follows ethical codes that protect the confidentiality of information.
- Participates in studies and training activities to develop and maintain interpreting and translating skills.
- When requested by department personnel, communicate with Spanish speaking clients, in the office and by telephone, providing information and ensuring the information is understood by the client.
- Complete any other relevant assignments as determined by appropriate department personnel.
- Maintains regular attendance and punctuality.

Requirements for this position include:

- **Must be a “Certified” Spanish interpreter who has completed the certification process requirements in the State of Illinois, or a “Registered” Spanish Interpreter in the process of obtaining “Certified” status within one year of employment.**
- Proficient in Spanish, verbal and written.
- Knowledge of cultural references, including colloquialisms and slang with language context.
- Court interpretation protocol and techniques.
- Advance grammar and usage in both languages.
- Strong verbal communication skills.
- Procedures and legal terminology related to courtroom proceedings.
- A pre-employment background check is required.

Minimum Education:

Associate degree in linguistics, cultural issues, administration or related field and three years of experience interpreting in judicial, law enforcement, legal or related field working in a professional capacity with non-English speaking persons where assignments and clients vary.