



Office of Human Resources
Court Interpreter - CA2508
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General Statement of 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.

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.

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.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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

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.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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 & Skills

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

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience working in a professional capacity as an interpreter with Non-English speaking persons.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Possession of a Colorado Certified Interpreter Credential or hold a Federal Interpreter Certification Credential or a credential that meets the established standards of the State of Colorado, at time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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 objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-619

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: