



Court Interpreter, Pro Tempore

Class Code:
4788

Bargaining Unit: California Federation of Interpreters

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Sep 30, 2008
Revision Date: June 7, 2021

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to provide an essential public service, giving assistance to non-English speaking parties; to perform a wide variety of language interpretation activities on an assigned and as needed basis for the court and for parties to proceedings, other court personnel and the public; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
2. Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
3. Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
4. Interprets between languages in court proceedings.
5. Brings to the court's attention any items that may impede the interpreters' performance.
6. Researches and understands legal terminology used in court and functions of the court.

7. Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.

8. Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

9. Performs other job related duties as required.

MINIMUM QUALIFICATIONS:

To be eligible for part-time intermittent employment, interpreters must be in compliance with the employment eligibility provisions set forth in Government Code Section 71802, in addition to the following:

Certificate:

Possession of a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

LICENSE

A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.