



Interpreter Services Manager

Class Code:
4926

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jul 3, 2008
Revision Date: July 7, 2026

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction of Director or their designee, to plan, to assign, to manage, to review, to evaluate the staff and activities of the interpretive program and other units within the court as assigned; 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. Develops, recommends and implements interpretive program's goals, objectives, policies, procedures and standards; monitors and evaluates the effectiveness of the Interpreter Services Program.
2. Supervises, assigns, reviews and evaluates the work of interpreters and support staff; conducts performance reviews and evaluations; maintains performance and disciplinary standards, and training of staff; approves or denies leave requests while maintaining adequate staffing levels; participates in employee selection; provides direction and training in work-related procedures; and coordinates staff development.
3. Provides technical support and instruction to interpreters on details of the job.
4. Coordinates and schedules interpreter assignments, enabling the court to perform its judicial functions; tracks, evaluates and ensures the coordination of cross-court assignments; ensures and maintains proper documentation for all court interpreters; maintains statistical data regarding usage of interpreters and makes recommendations regarding the staffing needs based on the court's needs.

5. Responds to inquiries and/or complaints from bench officers, Executive Office and Administrative Office of the Courts; and serves as staff liaison to judicial officers and managers.
6. Monitors current and proposed federal, state and local legislation regarding interpretive service requirements.
7. Serves as a liaison with Region (made up of courts from 13 counties) and local coordinators regarding evaluating impact of changes in legislation and/or MOU; discusses problems; develops alternative strategies; and seeks and provides leads with respect to interpreters of rare languages.
8. Identifies and implements information technology strategies to expedite the deployment and delivery of interpreter services.
9. Enters data regarding interpreter's assignment into statewide data system; prepares operational reports and generates mandated reports to Administrative Office of the Courts and California Federation of Interpreters.
10. Participates in labor relation activities pertaining to interpreter classifications.
11. May perform verbatim simultaneous and consecutive interpretation from English to a different language and vice versa for non-English speaking defendants, witnesses and others who need interpretation services on an as needed basis.
12. Performs translation of short documents, such as signs or procedural information for use by interpreters in the performance of their courtroom or court-related duties.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Option I

Experience:

At least four years of supervisory experience that includes working with an Interpreter Services Program, assigning workloads or developing, implementing and evaluating program services in a court or legal environment.

Or

Option II

Experience:

The equivalent of four years of court interpreting experience and at least two years of lead experience that includes working with an Interpreter Services Program, assigning workloads or developing, implementing and evaluating program services in a court or legal environment. Required Certification: Must possess and maintain a valid Certificate as a “Certified and/or Registered Court Interpreter” issued by the Judicial Council of California on behalf of the state of California.

Required License:

Must possess 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 duties.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of personnel training, supervision, evaluation and management; records management principles and practices; modern business office practices, procedures, and technology; ethical standards of the interpreter profession; guidelines and protocol for courtroom interpreting; principles and practices of court operation; state requirements and procedures for interpreter certification.

Ability to develop, recommend and implement interpretive program's goals, objectives, policies, procedures and standards; plan, assign, review and supervise the work of others; identify problems; recommend and implement solutions; compile, analyze, evaluate and prepare statistical data and reports related to court interpreter services; analyze, interpret, explain and apply current and proposed Federal, State and Local legislation regarding interpretive services requirements; recruit, interview and train court interpreters; establish and maintain working relationships with judicial officers, management, staff and others in contact with during the course of work; communicate effectively both orally and in writing; work independently; and exercise sound judgment.

CLASSIFICATION HISTORY:

Date established: 07/03/08