



Administrative Office of the Courts

Job Description

Job Title:	Sign Language Interpreter	Grade:	IT04
Division:	Legal Services Division	Revision Date:	02/19/2020
POSITION SUMMARY: <p>Responsibilities of position entail providing sign language interpretation and oral translation to deaf persons in civil, criminal, and administrative hearings statewide. This position is in the Division of Research and Court Services and is directly responsible to the Court Services Director.</p>			
JOB DUTIES: <ul style="list-style-type: none">○ Provides direct and technical assistance to all courts in the state of Arkansas.○ Maintains a list of foreign language interpreters.○ Provides education to sign and spoken language interpreters.○ Provides statistics of court cases annually.○ Coordinates interpreting services.○ Monitors the budget for the interpreter/translator program.○ Interprets court proceeding (e.g., arraignment, motion, hearing, deposition, trial) for Deaf and Hard of Hearing parties (jurors, witnesses, attorneys, judges, and spectators).			
QUALIFICATIONS: <ul style="list-style-type: none">● <i>Education and Experience (preferred)</i><ul style="list-style-type: none">○ Bachelor's degree○ Court or legal interpreting experience○ Registry of Interpreters for the Deaf (RID) National Interpreter Certification (NIC)○ RID Special Certificate: Legal (SC:L) OR another combination of Arkansas AOC recognized ASL-English interpreting credentials and experience.○ <i>(We are also open to considering candidates who do not yet have all of the qualifications and are willing to acquire these while on the job.)</i>● <i>Knowledge, Skills, Abilities</i><ul style="list-style-type: none">○ Must adhere to the NAD-RID Code of Professional Conduct and Arkansas Code of Professional Responsibility for Interpreters in the Judiciary.○ Advanced interpreting competence, including:<ul style="list-style-type: none">○ The ability to execute fluently consecutive and simultaneous interpreting of complex texts,○ work effectively in teams (particularly the ability to work collaboratively with Deaf Interpreters (DIs)), and○ To adapt language use to a wide range of sign language users. A thorough understanding of the legal system is required.			
Last Updated By:		Samuel Kauffman and Jason Daniel	