



Administrative Office of the Courts

Job Description

Job Title:	Spanish Language Interpreter	Grade:	GS10
Division:	Legal Services Division	Revision Date:	05/09/23
POSITION SUMMARY:			
<p>The Legal Services Division comprises legal research, judicial education, alternative dispute resolution, specialty courts and court interpretation components of the Administrative Office of the Courts. The Spanish Interpreter works under the direct supervision of the Office of Court Interpreter Services Director. The interpreter position is responsible for courtroom and remote interpretation.</p> <p>The Spanish Interpreter will work in a courtroom setting and has daily contact with judges, clerks, trial court assistants, and other court personnel. Regular travel is required. Must maintain a high degree of integrity, decorum, and respect for court personnel at all times and possess the ability to communicate with court personnel at all levels. The Spanish Interpreter must be able to interpret all levels of language proficiency.</p>			
JOB DUTIES:			
<ul style="list-style-type: none">• Daily courtroom interpretation.• Remote Interpretation via telephone, Zoom, GoToMeeting, Skype or any other form of technology.• Translation of documents.• Assist with training of judges, clerks, and trial court assistants on proper use of interpreters.• Assist with implementation of certification program.• Assist with outreach events and workshops.• Extensive travel throughout Arkansas.• Assist with scheduling interpreter services.• Other duties as assigned.			
QUALIFICATIONS:			
<ul style="list-style-type: none">• Education<ul style="list-style-type: none">○ Certified by either the National Center for State Courts Oral Exam for Court Interpreter Certification or United States District Courts.○ BA, BSE, or MA in interpreting, translation, or foreign language preferred.○ Actual courtroom experience required.• Knowledge, Skills, Abilities<ul style="list-style-type: none">○ Proficient in both Spanish and English.○ Knowledge of courtroom procedures.○ Ability to use remote interpreting equipment.○ Clean driving record.○ Ability to operate standard office equipment.○ Proficient in Microsoft 365 applications including but not limited to Word, Outlook, PowerPoint and Excel.○ Ability to travel on a moment's notice.			