



Cleveland Municipal Court General Division-Job Posting

Job Title:	Court Interpreter Coordinator	Salary Grade: 7
Department:	Administrative Services	Salary Range: \$50,213.00-\$60,255.00
Reports To:	Deputy Court Administrator	Date Created: April 2008
FLSA Status:	Exempt	Date Revised: June 2019

POSITION SUMMARY

The Court Interpreter Coordinator supervises and coordinates the day-to-day operation of the Court Interpretation and Translation Services Unit, including spoken language and sign language interpretation, and also impacts the future direction of court interpretation and translation services in the Cleveland Municipal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for training, supervising and evaluating the Court Interpretation and Translation Services Unit staff in the performance of their duties and responsibilities.
2. Coordinate the activities of agencies, and independent contractors who interact with the court to ensure adequate coverage.
3. Observe and evaluate Court Interpreters and independent outside interpreters to ensure compliance with the Supreme Court of Ohio Code of Professional Conduct for Court Interpreters and Translators.
4. Sight-translate appropriate foreign language or English documents as required during a proceeding, hearing, interview, or other court related communicative events.
5. Interpret proceedings of legal significance held by employees of the Cleveland Municipal Court, such as hearings, interviews, weddings and other court-related communicative events.
6. Attend ongoing trainings to improve or maintain skills.
7. Maintain daily reports of interpreted proceedings.
8. Collect, interpret and analyze data for the computation and submission of statistical records and/or reports.
9. Monitor legislation and laws pertaining to language services.

10. Assemble and maintain a library of current resources.
11. Monitor continuing education requirements and identify available trainings and workshops for court interpreters and translators.
12. Participate in strategic planning efforts that will reflect and anticipate progression of the Interpretation and Translation Services Unit.
13. Process invoices submitted to the court from contract interpreters and translators.
14. Coordinate the translation or review translations of vital documents, public signs, notices, letters, etc. from English to a foreign language or from a foreign language to English.
15. Provide quality service that continuously improves, and meets or exceeds public expectations, and ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all job duties performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the supervision of the Court Interpreters.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervisory skills required.
2. Ability to organize and prioritize duties.
3. Knowledgeable of the methods, techniques, and procedures used in evaluating Court Interpreters.
4. All Court Interpreters must be fully bilingual in both languages and have the ability to communicate complex information in both English and the interpreter's working (foreign) language
5. Knowledgeable of the methods, techniques, and procedures used while interpreting in sight translations, simultaneous and consecutive modes.
6. Ability to sight translate and to interpret in consecutive and simultaneous modes, complex hearings, interviews and other court related communicative events.
7. Working knowledge of legal terminology.
8. Professional manner in dealing with others, ability to work as part of a team in meeting Unit and Departmental goals. Ability to exercise good judgment, tact and diplomacy.

9. Good written and verbal communication skills; solid computer skills such as Microsoft Office applications, including Word, and Access.
10. Adherence to the Supreme Court of Ohio Code of Professional Conduct for Court Interpreters and Translators is expected.

EDUCATION and/or EXPERIENCE

Certified by the Supreme Court of Ohio or by reciprocity from another state. Preferred certification in Spanish but other languages will be considered. Current in the requirements for continuing education credit hours. High School Diploma is required, some college preferred. Four years of paid experience working in a professional capacity as an interpreter with non-English speaking persons in a complex organization where assignments and clients vary. Court-related or legal experience required. Qualified applicants will be required to submit to testing.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk to all of the courtrooms in the Cleveland Municipal Court. Specific speech requirements include the ability to speak audibly, to hear and stand or sit for extended periods of time. This position often requires the ability to concentrate and to deliver interpreting services under demanding and noisy circumstances. Must have the ability to adjust to differing voices, tones, accents and speed of speech in performing interpretation duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Occasionally handles emergency or crisis situations; frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is moderate. Interpreting equipment such as simultaneous audio equipment, telephone or personal computer may be used. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants will be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing and 180 day probationary period.