



# COURT INTERPRETER SERVICES SPECIALIST

Class Code:  
N01524

Bargaining Unit: NON-UNION

CLARK COUNTY  
Established Date: Apr 1, 1996  
Revision Date: Aug 3, 2007

## SALARY RANGE

\$24.44 - \$37.87 Hourly  
\$1,955.20 - \$3,029.60 Biweekly  
\$4,236.27 - \$6,564.13 Monthly  
\$50,835.20 - \$78,769.60 Annually

## JOB SUMMARY/CLASS CHARACTERISTICS:

### JOB SUMMARY:

Assists in the coordination and training of interpreters and translators for the criminal justice system, its supporting agencies and other County departments.

### CLASS CHARACTERISTICS:

This class is responsible for interpretation and translation support for the Eighth Judicial District Court and departments and organizations providing services to that court. The incumbent also assists other County staff in need of such services, particularly when they are of a legal or similar technical nature. This class is distinguished from District Court Interpretation Services Coordinator in that the latter is responsible for the management of the entire program.

## MINIMUM REQUIREMENTS:

**Education and Experience:** Equivalent to a Bachelor's Degree in a specific cultural or language area, or a field related to the work. Experience in providing interpretative or translation services is desirable.

**Working Conditions:** Work occasional extended shifts or be called back in emergency situations.

**Licensing and Certification:** Possession of a valid Nevada Certified Court Interpreter certification is required at the time of employment.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

### **EXAMPLES OF DUTIES:**

Performs verbal and sight interpretation in simultaneous and consecutive modes court proceedings, hearings, interviews and other court related events. Translates official forms, documents and other legal documents and correspondence. Provides, arranges and/or develops on-going training for on-call interpreters. Assists with the scheduling of on-call interpreters and calendaring of all requests in the Court interpreters office. Maintains records of interpretation and translation activities using automated tracking systems. Collects, interprets and analyzes data for the computation and submission of statistical reports and records. Acts as Interpretation Services Coordinator in his/her absence. Transcribes taped interviews or court material as required. Uses standard office equipment, including a computer and various data base and other software programs, in the course of the work.

### **PHYSICAL DEMANDS:**

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, stamina to maintain attention to detail for extended periods of time and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Legal system terminology, forms, documents and procedures; methods, techniques, ethics and standards of interpreting and translating; codes and regulations related to the work; computer applications related to the work; business arithmetic; standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; basic practices and procedures of the various courts; basic training techniques and techniques for evaluating the effectiveness of foreign language translators and interpreters.

Skill in:

Training others in policies and procedures related to the work; translating forms, letters and court documents, including simultaneous sight translation and verbal interpretation; developing and coordinating complex work assignment schedules; making accurate interpretations and translations of legal and various technical materials; interpreting, applying and explaining applicable laws, codes and regulations; using initiative and independent judgment within established procedural guidelines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; making accurate arithmetic calculations; maintaining accurate records of work performed; speaking English effectively to communicate in person or over the telephone; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

### **SALARY SCHEDULE:**