

NEW MEXICO JUDICIAL BRANCH

COURT INTERPRETER SUPERVISOR

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general direction provide interpretation and translation services to ensure the fair and impartial administration of justice and due process of the law to those populations who cannot adequately communicate in English. Must supervise two (2) or more Court Interpreter staff.

QUALIFICATIONS

Education: Two (2) years college level education in any field from an accredited college or university or its foreign equivalent.

Education Substitution: None.

Experience: Four (4) years professional interpretation experience of which two (2) years must have been in court interpretation and one (1) year supervisory experience.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of interpreter experience. Thirty (30) semester hours equals one (1) year of experience. Education may not substitute for supervisory experience.

Certification: Any of the following: National Consortium for State Court Interpreter Certification, Federal Court Interpreter Certification, Registry of Interpreters for the Deaf Certification or other professional certifications recognized by the Supreme Court Interpreter Advisory Committee.

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge in both languages of grammar, dialects, slang and legal terminology; judicial processes; all modes of interpretation (simultaneous, consecutive and sight); translation in both languages; standard grammar for English and the target language (e.g. verb agreement and conjugation, singular/plural forms, possessive case, correct syntax, preposition and gender); grammatical conventions observed during formal, consultive and casual modes of oral communication in justice systems contexts, including colloquial and idiosyncratic slang and regionalism for English and the target language; specialized vocabulary in both English and the target language related to court proceedings that may include: legal, medical, forensic, psychological, chemical, technical, mechanical, pharmaceutical, insurance, financial, construction and property; dialect varieties for English and the target language; the theories, skills and techniques of interpreting and translating; the ethical codes and protocols for interpreting; supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; human resource management; United States Constitution, New Mexico law, constitution and statutes, federal law; rules of civil and criminal procedure; court rules, structure, operations, policies and procedures; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Worker's

NEW MEXICO JUDICIAL BRANCH

COURT INTERPRETER SUPERVISOR

Compensation); New Mexico Judicial Branch Personnel Rules, policies and procedures; management practices and techniques; problem solving and conflict resolution principles and techniques; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); general office practices, filing systems and office equipment (i.e., telephone, printer, copier, fax, scanner and interpretation equipment).

Skill & Ability: **Skill in** speaking English and the target language fluently including regional colloquialisms and slang expressions with correct pronunciation and inflection; simultaneous, consecutive and sight translation as required during court proceedings; rendering precise, prompt, and accurate interpretations without hesitation, additions or omissions; interpret every oral utterance, even those embarrassing to the interpreter or other court participants; training, supervising, evaluating and motivating staff; giving direction to and mentoring subordinates; communicating effectively both orally and in writing with diverse parties; organizing and setting priorities; using initiative and judgment; public speaking; providing sight interpretation of both familiar and unfamiliar documents; communicating effectively both orally and in writing; maintaining concentration on interpretation regardless of circumstances; maintaining the speakers register (level and complexity of vocabulary and sentence construction) in the interpretation; writing standard English and the target language with appropriate grammar and spelling; comprehending varieties of the target language; maintaining confidentiality; remaining impartial in all cases; operating simultaneous interpretation equipment including infrared and radio frequency; working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; knowing when to seek assistance; multi-tasking; establishing priorities and meeting deadlines; being organized; providing good customer service; using common sense; filing; typing and entering data. **Ability to** provide effective coaching and constructive criticism; concentrate; remember a great volume of detailed information; translate necessary court generated documents, forms and signs from English into the target language; read and understand technical material written in English such as legal documents, probation, social service, and medical/mental health reports; defuse hostile situations; work as a team leader; monitor own interpretations and correct own mistakes; perform interpreter services effectively under the pressure of time constraints, adversarial settings and in emotionally charged circumstances; provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status; maintain accurate records; prepare concise reports; utilize computer software to provide interpretation services and track client data; work as a member of a team; establish and maintain cooperative working relationships; show diplomacy; receive and follow directions; apply relevant policies and procedures to assigned work; make decisions; think clearly, appraise situations and recognize safety and security issues.

EXAMPLES OF WORK PERFORMED

Interpretation - Perform all modes of interpretation from source language into the target language for complex oral communications during court proceedings and for court ordered services (interpretation may be performed: in person, from a recording, via telephone or video conferencing). Provide interpretation of familiar and unfamiliar documents; formal document translation of court generated forms; sight translation of court generated documents. **Educate Others** - Educate judicial participants

NEW MEXICO JUDICIAL BRANCH

COURT INTERPRETER SUPERVISOR

as to the role of the interpreter (ethics, participation, expectations and jury responsibilities). Collaboratively work with court staff and other interpreters to ensure adequate interpretation services are available. **Database Management** - Maintain a database of cases requiring an interpreter for legal and statistical reporting. Create and maintain special glossaries related to the evolution of court interpretation in the target language. Effectively utilize and maintain court interpretation equipment. Assist in training and mentoring new interpreters. **Supervision** - Train, supervise, mentor, evaluate and motivate a staff of two or more in court interpretation; appropriately schedule court interpretation services; analyze procedures and revise as needed; track daily attendance and approve leave requests and time sheets; prepare and administer employee performance evaluations; evaluate contract interpreters skills and abilities at providing services; lead interview panels for vacant positions and make recruitment recommendations. **May** - Provide court testimony related to interpretation services rendered.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 40 pounds, be on call, work overtime and flexible work hours including weekends and holidays and travel occasionally.

The employee may be required to sit for long periods of time, stand for hours. The employee may be exposed to fluctuating building temperatures; mental fatigue; hostile or violent situations that may arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions.