

# SANTA CRUZ SUPERIOR COURT



## APPLICATION MATERIALS

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment>. For additional information please email the court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or to the following address:

Superior Court of California,  
County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, CA 95060

## Selection

**A Court application and resume is required for this position. Resumes submitted without a Court application will not be considered. Please submit a completed application packet.**

## Job Recruitment

### Court Interpreter (Spanish)

#### About the Position

The Superior Court of California, County of Santa Cruz is seeking qualified candidates to establish an eligibility list and fill a current vacancy for Court Interpreter at its Santa Cruz and Watsonville locations. For the purposes of this recruitment, the Court will consider applications for full-time positions only. Eligibility lists usually remain in effect for one year from the date the list is established or until there are fewer than three names on the list, whichever occurs first.

Under general supervision, Court Interpreters perform simultaneous or consecutive oral language interpretation between English and Spanish in and regarding court proceedings including sight translations of court documents.

## **About the Position**

This is the entry and journey level of the Interpreter series. Incumbents perform consecutive and simultaneous interpretation of courtroom proceedings and other interpreting services as needed at the direction of the Court. The employee may also perform sight translation (reading and giving an oral translation of the text.)

## **Requirements**

Applicants must meet the following in order to be qualified for this position:

1. Education equivalent to a high school diploma. Some amount of college education is highly desirable.
2. Certification by the State of California as a qualified Court Interpreter is required. California does offer certification reciprocity with other states including the following:
  - A. Federally certified court interpreters
  - B. Consortium bilingual oral interpreting exams in other Consortium's member states, if all criteria for reciprocity are satisfied.

Please note that the California Court Interpreters Program will only recognize bilingual oral interpreting exam standards and scores that meet or exceed the requirements in California

A number of other states honor California's court interpreter certification. To verify reciprocity, please check with the Judicial Council of California.

Individuals must be capable of performing the essential functions of the job and must be able and willing to adapt to the working conditions as specified below.

Submission to a background investigation is required upon conditional offer of employment.

## **Special Requirements**

Possession of a valid California Class C driver's license and the ability to provide suitable transportation which is approved by the appointing authority is required for this position. Only those candidates who are certified by the State (Judicial Council) of California to interpret Spanish will be considered for this recruitment.



## **About the Court**

The Superior Court of Santa Cruz County's mission is to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, one commissioner, and approximately 130 staff, with an annual budget of approximately 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

## **About Santa Cruz**

Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The two largest cities in the County are Santa Cruz (population 64,522) and Watsonville (population 53,800). Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with many cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, mountain biking, surfing) provide a wealth of leisure activities.





### **Representative Duties**

1. Interprets from and into English and Spanish using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
2. Makes sight translations of court documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
3. Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
4. Interprets between languages in court proceedings.
5. Brings to the court's attention any items that may impede the interpreters' performance.
6. Researches and understands legal terminology used in court and functions of the court.
7. Print and review daily calendar assignments and accurately completes daily activity logs, or other documentation as required.
8. Work collaboratively with other interpreters as well as the interpreter coordinator and/or supervisor to cover assignments.
9. Work as a team with other interpreters to provide adequate coverage for long hearings and trials.

### **Necessary Knowledge**

- English and applicable Spanish grammar and vocabulary
- Legal concepts and forensic terminology in both English and Spanish
- The general range of regional and cultural variations of Spanish language
- Interpreter ethics and standards, as stipulated in California Rules of Court Rule, 2.890, Professional Conduct for Interpreters

### **Ability to**

- Orally convey the meaning from and into English and Spanish by interpreting in the simultaneous, consecutive, and sight translation modes, conveying the meaning accurately, not editing, summarizing, adding meaning, or omitting
- Concentrate and deliver interpreting services in a busy and fast-paced environment
- Adjust to speakers with differing voices and accents at varying rates of speed



- Interpret accurately and remain impartial including in sometimes adversarial and emotionally charged situations
- Conduct ongoing research into variations in terminology and usage of Spanish
- Use office equipment, including computer, telephone, and copiers, as required by the assignment; and transmitter and receiver equipment provided by the court for simultaneous interpretation
- Understand and adhere to California statutes, rules of court, and applicable personnel rules concerning court interpretation
- Interact professionally and cooperatively with those contacted in the course of work; and
- Work effectively and collaboratively with other interpreters to cover assignments sometimes working as a “team” to cover long assignments

### **Special Working Conditions and Essential Functions**

Work is performed in the courtroom and related court facilities include, but is not limited to, contact with judges, staff, attorneys, other court users and the public. Interpreters come into contact with a wide variety of people from differing educational and economic backgrounds. Travel within the county is required. If cross assignments are accepted, travel between counties may be required.

Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the Court Interpreter classification:

- Frequent and ongoing contact with other individuals to provide interpretation services
- Ability to move freely about the courtroom and related court facilities
- Ability to sit and/or stand for extended periods; corrected hearing, speech, and vision to normal range
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 10 lbs
- Work with time constraints and under pressure in some situations
- Ability to travel between court facilities in order to cover work assignments

### **Compensation and Benefits**

The position of Court Interpreter is classified as a union represented non-exempt position that is compensated according to the following hourly rate of pay:

**Full Time (40 hours): \$38.58 to \$46.89 per hour**

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.



## Applications and Job Specifications

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Superior court employees in this classification are represented by the California Federation of Interpreters Union Local 39000

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

**The Court is an Equal Opportunity Employer**

**NOTE: The provisions of this bulletin do not constitute an expressed or implied contract**