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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 10/13/2024

Job Listing Identification Number: 00045825

State Job Classification: Interpreter/Translator IV

Functional Title: Interpreter

Monthly Salary: \$6,500.00 - \$6,916.66

Remarks: Salary commensurate with experience.
Remote working options available.

Closing Date: 10/27/2024

State Class. No. and Pay Group: 5619/B23

FLSA Status: Exempt Non-Exempt

Location: Texas – Statewide

Type of Job: Full Time Part Time

Travel Required: Yes No

Job Description:

Performs highly advanced (senior-level) interpretation work in court hearings and translations from English into Spanish and Spanish into English. Interpretation work is performed remotely using telephonic or videoconference technology to connect with the court. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Interprets simultaneously or consecutively from English into Spanish and Spanish into English during court hearings and proceedings via telecommunication devices, while maintaining message content, context, and style.
- Translates documents from English into Spanish or Spanish into English.
- Works with judges and court staff to schedule and provide interpreting services.
- Develops and maintains effective working relationships and communications with judges, court staff and other justice system partners, as well as with OCA staff and with staff of other agencies and organizations.
- Maintains records of interpreting and translating activities.
- Participates in training activities to develop and maintain interpreting skills.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Associate degree or completion of two years (60 hours) course work from an accredited college or university; may substitute closely related experience for required education on a year for year basis.
- Licensed and in good standing by the State of Texas as a Master Spanish Language Court Interpreter by the Judicial Branch Certification Commission.
- Two years of experience in court interpreting.
- Experience interpreting in criminal, civil, family law, CPS, and child support cases in court.
- Versed in legal vocabulary & terminology used in court.
- Experience providing remote interpretation services.
- Experience in using Zoom, Cisco WebEx, and Microsoft Teams as remote interpreting platforms.

- Interprets consecutively and simultaneously.
- Proficient in Microsoft Office Suite, including Microsoft Teams and OneDrive.

Preferred Qualifications:

- Licensed by JBCC in multiple languages.
- Certified translator from a national translators' association.
- Working knowledge in WordfastPro.
- Working knowledge in CourtCall and/or VideoMagistrate videoconference platforms

Knowledge, Skills, and Abilities (KSAs):

- Ability to work effectively with internal team members and external court customers.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.
- Ability to interpret simultaneously using a secondary mobile device while connected in a remote hearing.

Employment Conditions:

- Regular attendance required during working hours of M-F 8am-5pm.
- Must sit for extended periods of time.
- Operates standard office equipment and software.
- Continuing education hours must be current on a pro-rata basis relative to hire date.
- Attire and decorum in remote court hearings must be commensurate with an officer of the court.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 35M Human Intelligence Collector; Navy: CT Cryptologic Technician; Coast Guard: No military equivalent; Marine Corps: 0231 Intelligence Specialist; Air Force: 1A8X1 Airborne Cryptologic Language Analyst; Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.