



King County

Court Operations Manager I - Interpreter Services

SALARY	\$93,893.80 - \$119,501.20 Annually	LOCATION	Seattle, WA
JOB TYPE	Regular, Full time, 35 hrs/week	JOB NUMBER	2024-22288
DEPARTMENT	KCSC - Superior Court	DIVISION	Court Ops - Interpreters
OPENING DATE	07/10/2024	CLOSING DATE	7/28/2024 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	Z5 : Superior Ct Guidelines
FULL- OR PART-TIME	Full Time	HOURS/WEEK	35 hours/week

Summary

This position is responsible for planning, organizing, and directing interpreter services in foreign spoken languages and American Sign Language for court-related matters including trials, hearings, motions and other court-provided services, in one of the country's most diverse jurisdictions. The incumbent works with judicial officers, senior officials, state court program staff, court and agency staff, attorneys, representatives of community organizations, litigants and deaf and hard of hearing jurors. This position supervises assigned staff and is responsible for a body of interpreter scheduling work alongside scheduling staff.

The Office of Interpreter Services for Superior Court (OIS) is faced paced, and the successful candidate will be skilled in managing emergent matters and shifting priorities in a rapidly changing environment in both office and courtroom settings. The incumbent recruits vendor interpreters and monitors their work, ensuring compliance with the state and federal laws governing interpreter conduct and exercises good judgment in the expenditure of public funds related to interpreter costs. Depending on qualifications, the incumbent provides interpretation and translation services. The successful candidate will have effective time-management skills and be able to meet time-sensitive deadlines.

Who may apply: This position is open to all qualified applicants.

Work location: This position is primarily located at the King County Courthouse, 516 Third Avenue, in Seattle. The incumbent may be required to work at other Superior Court locations.

Work Schedule and Terms: This position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 AM to 4:30 PM. Variations from these hours may occur.

Additional Materials Required: Please include a resume and cover letter describing how you meet or exceed the requirements of this position. These materials are supplemental to your application. **You must still completely fill out the on-line application with your relevant education and work experience.** Your application may be rejected as incomplete if you include relevant information only on your resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. Your options are:
1) Copy and paste one or more documents into the text resume section of your application
2) Attach multiple documents/files in the attachments section

Job Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are not intended to represent the entire functional capacity of the position at the task level.

Represent King County Superior Court's Interpreter Services program to various organizations and individuals, providing interpretation and translation services, actively recruiting qualified interpreters for work in a variety of court matters. Conduct outreach and build community relationships to develop and maintain a pool of qualified interpreters in both rare and common languages.

Schedule interpreters for trials and other events.

Formulate, recommend, and implement approved policies, procedures and guidelines for the program staff and the deployment of contract interpreters to Superior Court locations throughout King County. Provide expert advice and make recommendations regarding interpreter issues and requirements.

Respond to inquiries, complaints and concerns relating to program issues. Analyze and investigate issues, make recommendations and provide solutions to all interpreter matters.

Administer and monitor program cost and efficiency. Authorize expenditures related to interpretation services and resolve payment and invoice issues.

Recruit, select, train and supervise staff. Evaluate staff performance and provide coaching, feedback and corrective action for performance issues. Interpret policies and procedures, resolve conflicts. Routinely review staff work procedures and work products.

Staff judges' committees, propose interpreter-related policies and annual goals.

Analyze and respond to overall trends in language and interpreter needs for the Court. Identify and develop interpreter sources and ensure language skills needed by the Court are met.

Develop and implement training policies and programs regarding working with interpreters.

Establish and maintain public relations contacts with other agency stakeholders, professional associations, practitioners and ethnic populations.

If interpreter certifications exist and allow, facilitate complex simultaneous and consecutive interpretation and sight translations during court proceedings and provide written translation of letters and official documents.

Perform other duties of a similar nature and level.

Experience, Qualifications, Knowledge, Skills

Bachelor's degree in a foreign language, or the equivalent in combined study and applied experience working in a court setting, is required.

Court interpreting experience is preferred. Extensive knowledge and experience regarding statutory requirements pertaining to court or registered interpretation and written translations is desired. Must have at least three years of in court experience, five years of supervisory experience, two years of program management experience and ability to manage a fast paced environment. Experience scheduling interpreters for court events preferred. Must have experience managing and resolving interdepartmental and interpersonal conflicts. Experience with relevant computer applications including specialized case-tracking and scheduling software, is preferred.

Supplemental Information

Special requirements: The ability to reliably travel throughout the county is required. Finalists are subject to a Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

King County Superior Court is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

Selection process: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

Union membership: Positions in this classification are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-7640.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our Benefits, Payroll, and Retirement Page.

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

AddressKing Street Center
201 South Jackson Street
Seattle, Washington, 98104**Phone**

206-477-3404

Website<http://www.kingcounty.gov/>**Court Operations Manager I - Interpreter Services Supplemental Questionnaire*****QUESTION 1**

This application requires a separate resume and cover letter, in addition to a completed application form. If you do not provide a separate resume and cover letter your application will be considered incomplete. Have you provided a separate resume and cover letter

- Yes
 No

***QUESTION 2**

Are you court-certified as an interpreter in Washington state?

- Yes
 No

***QUESTION 3**

If you answered "yes" to Question 2 above, in which language(s) are you court-certified in Washington state? If you answered "no," please enter "N/A."

***QUESTION 4**

Please indicate your highest level of education:

- High school diploma or GED
 Some college
 Associate's or technical Associate's or technical Associates or technical degree
 Bachelor's degree
 Juris Doctor (Law degree)
 Master's degree
 PhD or higher

***QUESTION 5**

How many years of experience do you have providing interpretation in court?

- None
 Less than one year
 At least one year but less than three years
 At least four three years but less than five years

- At least five years but less than ten years
- Ten or more years

***QUESTION 6**

How many years of experience do you have providing written translation?

- None
- Less than one year
- At least one year but less than three years
- At least three years but less than five years
- At least five years but less than ten years
- Ten or more years

***QUESTION 7**

How many years of supervisory experience do you have?

- None
- Less than one year
- At least one year but less than three years
- At least three years but less than five years
- At least five years but less than ten years
- Ten or more years

***QUESTION 8**

How many years of experience do you have working in a court or legal setting?

- None
- Less than one year
- At least one year but less than three years
- At least three years but less than five years
- At least five years but less than ten years
- Ten or more years

***QUESTION 9**

How many years of program management experience do you have?

- None
- Less than two years
- At least two years but less than five years
- At least five years but less than ten years
- Ten or more years

***QUESTION 10**

How many years of experience do you have scheduling interpreters for court cases?

- None
- Less than one year

- At least one year but less than three years
- At least three years but less than five years
- At least five years but less than ten years
- Ten or more years

***QUESTION 11**

Please indicate your proficiency level using Microsoft Office applications (Word, Outlook, Excel, SharePoint):

- High
- Moderate
- Low

***QUESTION 12**

Do you have experience using specialized case-scheduling software?

- Yes
- No

***QUESTION 13**

If you have used specialized case-scheduling software, please indicate the name of the program, the number of years you used it, and your role in using the software. If you have not used specialized case-scheduling software please enter "N/A."

* Required Question