

## Managing Court Interpreter [Apply Now](#)

Job Code

**JD04261**

Location

**Grand Junction / Mesa County**

Department

**Combined Court**

Posted

**06-Aug-2024**

Closes

**06-Nov-2024**

Position Number

**JAA39037**

FTE Level

**1.0**

### **POSITION INFORMATION**

Job Code: R41650

Full Time Salary Range: \$73,276.00 - \$106,250.00

FLSA Status: Exempt

Click [here](#) for information on employee benefits.

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

### **MISSION STATEMENT**

The Judicial Department works to provide equal access to justice, contribute to public safety, and strengthen the rule of law across Colorado. Together our courts and probation departments are committed to impartial and timely dispute resolution; support for families, litigants, and victims; client rehabilitation; and meaningful community engagement.

## STATEMENT OF DUTIES

**SUMMARY OF JOB CLASSIFICATION:** Manages and directs the work of language interpreters for a district. Ensures the implementation of language access policies and better business practices as well as adherence to the Colorado Code of Professional Responsibility for Court Interpreters. Requires State or Federal Interpreter Certification or equivalent.

## ADDITIONAL COMMENTS

**\*\* IMPORTANT \*\***

**\*\* PLEASE READ BEFORE APPLYING FOR THIS POSITION \*\***

Salary offers are made based on several factors, including relevant experience, available budget, and compliance with the Equal Pay for Equal Work Act, aligned with our compensation step plan. ***Please include any relevant experience that you would like considered in the process.***

For consideration, the judicial application must be fully completed. An attached resume and cover letter is encouraged but does not replace the required application.

"After meeting the 5-day minimum posting requirement, this position will be posted until filled. The date of first review is August 19th, 2024."

State Judicial employees have access to medical, dental and vision health care packages, optional life insurance, flex spending accounts, and health saving accounts. New employees earn a generous amount of paid time off and receive 11 paid holidays per year.

## ESSENTIAL FUNCTIONS

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to perform assigned essential functions listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on assignment.*

Supervises the work of assigned staff, including scheduling, assigning, and reviewing work, training, providing guidance, and conducting performance evaluations.

Provides, organizes, and arranges interpreter services for Judicial Districts. Monitors state policies and assists staff, judges, and administration with proper use of interpreters during court proceedings.

Provides interpreting and linguistic communication services virtually (WebEx) and in person for complex and evidentiary court proceedings, and for probation, clients, witnesses, litigants, members of the public, and court and probation staff.

Sends relevant case information and finalizes invoices for independent contractors.

Serves as liaison for internal and external customers regarding interpretation needs within the district.

Communicates with Judicial Officers and clerks to determine the best way to provide interpretation. Procures and provides the necessary equipment (phones or interpreter equipment) for each setting.

Attends meetings and collaborates with internal teams, local partners, and statewide committees. Attends trainings for professional development.

Performs other duties as assigned.

#### **ESSENTIAL FUNCTIONS CONT.**

#### **OTHER DISTINGUISHING FACTORS**

#### **MANAGEMENT/SUPERVISION RESPONSIBILITY**

Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. The work performed by majority of employees is semi complex.

## **HUMAN COLLABORATION**

Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction. Interactions have limited impact.

## **FREEDOM TO ACT & IMPACT OF ACTIONS**

### **Receives Limited Direction**

Employee normally perform assignments according to your own judgment, requesting Supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. Impact of actions are moderate.

## **KNOWLEDGE & SKILLS**

**Advanced:** Work requires advanced skills and advanced & extensive knowledge of work. Incumbent can handle complex tasks and translate complex nuances related to aspects of the job. Recognized by others within organization for technical depth of knowledge. Likely impact on organization is comprehensive.

## **FISCAL RESPONSIBILITY**

May assist in the collection of data in support of recommendations for functional area budget allocations. May monitor division or program/promotional level budget and expenditures.

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

### **Work Environment/Locations**

Good-Relatively free from unpleasant environmental conditions and/or hazards.

### **Physical Effort Requirements**

Sedentary Work- Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally.

### **Work Location**

Office or similar indoor environment.

### **Exposures**

Individuals who are hostile or irate; individuals with known violent backgrounds.

### **MINIMUM QUALIFICATIONS**

#### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE EQUIVALENCY**

Associate's degree or 2 years of college in Language or related field.

OR

Additional work experience in these or other related fields may be substituted on a year for year basis for the required formal education.

#### **WORK RELATED EXPERIENCE**

3 to 5 years of experience in court interpretation, including supervisory experience.

#### **LICENSES AND CERTIFICATIONS**

State or Federal Court Interpreter Certification or equivalent.

#### **PREFERRED QUALIFICATIONS**

#### **EDUCATION AND WORK RELATED EXPERIENCE**

Please see the job posting for preferred qualifications

**Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice**

Each individual employed must provide proof of identity and eligibility for employment.

**NOTICE:** Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

**Request for accommodation:** If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

**NOTICE:** All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

**INFORMATION ALERT:** Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.