

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY: SPANISH COURT INTERPRETER

HOURS: 37.5 hours per week
8:30 am to 5:00 pm Monday through Friday, plus overtime opportunities

COMPENSATION: \$21.60 / hr
IMRF Pension, Health Insurance, and County Benefits

LOCATION: Winnebago County Courthouse, 400 West State Street, Rockford, IL 61101

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court is accepting applications for a Spanish Court Interpreter. Under the direct supervision of the Language Access Facilitator, this position provides interpretation services to court-involved individuals.

Specific duties include:

- Perform simultaneous and consecutive interpreting for court proceedings both in-person and through video remote technology.
- Sight translation of written court forms and documents.
- Act in accordance with the Illinois Supreme Court's Language Access Policy and Code of Interpreter Ethics, as well as the 17th Judicial Circuit Court Language Access Plan.
- Maintain an activity log of interpretation services.
- Work in conjunction with the Circuit Court staff to maintain a centralized interpretation calendar to meet language access needs.
- Continually strive to improve skills and knowledge in order to advance their profession and credentials.
- Communicate effectively with co-workers and justice system partners.
- Assist Court Administration with administrative functions like reception, telephone coverage and other related duties as needed.
- Other related duties as assigned by the Chief Judge and Trial Court Administrator.

POSITION REQUIREMENTS:

- Completion of high school or GED.
- Native-like mastery of English and Spanish, and experience with court protocol and legal terminology.
- "Certified" or "Registered" status on the Illinois Supreme Court Language Interpreter Registry, or other court interpreter registries, is preferred.
- Strong understanding of Illinois Supreme Court Code of Interpreter Ethics (made available at <https://bit.ly/3Z3pU9j>).
- Cultural intelligence and knowledge of the dialectical varieties of English and Spanish, including regional colloquialisms and slang expressions.
- Knowledge of standards and laws pertaining to court interpreting and basic court procedure.

- Knowledge of basic clerical skills, including use of Microsoft Office and Outlook.
- Travel between multiple courtrooms, floors, and Circuit Court facilities within a 2 block radius is required.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Kimberly Ackmann, Deputy Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
kackmann@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation, and drug testing.

POSTED: 2/22/24

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER