

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Certified Court Interpreter

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-4141
DEPARTMENT: VARIES	ACCOUNTABLE TO: VARIES	JOB FAMILY: LEGAL	OVERTIME STATUS: NON-EXEMPT

JOB SUMMARY:

The Certified Court Interpreter performs simultaneous and consecutive interpretation between English and another language during court proceedings; assists attorneys in taking statements from non-English speaking witnesses; and performs other office support work.

DISTINGUISHING CHARACTERISTICS:

Certified Court Interpreter is a stand-alone class which is distinguished from other office support classifications by performance of duties requiring current status on the state roster of certified interpreters for the language interpreted.

DUTY NO:	ESSENTIAL DUTIES:	BAND/ GRADE
1.	Interprets verbatim, simultaneous, consecutive or in summary mode from and into the foreign language as directed.	B2
2.	Prepares written translations from or into the foreign language; transcribes from recordings and for translation various technical, medical and legal documents. Certifies translation accuracy of documents and correspondence.	B2
3.	May coordinate and/or schedule temporary or contracted interpreting services.	B2
4.	Performs various technical office support duties when interpreting services are not needed including entering responses for infractions into a computer and/or preparing files for mitigation and contested hearings.	A1
5.	Performs other duties as required.	

Knowledge of: (position requirements at entry):

- Legal terminology and court processes;
- English and foreign language interpreted;
- Basic filing techniques;
- Grammar, spelling and punctuation;
- Customer service techniques;
- Phone etiquette.

Skills (position requirements at entry):

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- Interpreting from English into a foreign language and vice versa;
- Basic filing;
- Paying attention to detail and accuracy
- Maintaining composure in difficult situations;
- Understanding and retaining oral information;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computers and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma and any combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements (position requirements at entry):

Positions in this class require:

Washington State Certification as a Certified Court Interpreter;

Current status on the State Roster for Court Interpreters.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 1/1/98

Revised: 01/01/99

Revised: 03/01/22

Revised: 12/19/22