



# City of Tempe

## COURT INTERPRETER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	164	<i>Department:</i>	Courts
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Court Interpreter
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from a supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience of providing both English to Spanish and Spanish to English interpreting services in a court setting or directly related to the core functions of this position.
<i>Education:</i>	High school diploma, GED, or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of, or required to obtain, within twenty-four (24) months of hire, a permanent Arizona interpreter credential at Tier 3 or 4, as required by the Arizona Supreme Court.</li> <li>• Complete continuing education requirements for credentialed court interpreters as required by the Arizona Supreme Court.”</li> <li>• Successful completion of a Spanish proficiency exam is required.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To provide Spanish interpretation services, simultaneous and consecutive court interpretation services of court proceedings, and sight translation of court and other related documents. To coordinate interpreter services to ensure adequate coverage and review and reconcile contract interpreter invoices for payment.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Interpret simultaneously and consecutively from English to Spanish and Spanish to English in a variety of settings.
- Make oral and written translations during interviews, hearings and court proceedings.
- Monitor and respond to inquiries from the Court Spanish language line.
- Coordinate interpreter services to ensure adequate coverage.
- Review and reconcile contract interpreter invoices for payment.
- Responsible for special projects as articulated by the court management team.
- Demonstrate continuous efforts to meet and improve the court's operational needs, minimize customer wait time, streamline work processes, and work cooperatively and jointly to provide quality seamless service to internal and external customers.
- Assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms, update files, and forward to appropriate law enforcement authorities.
- Respond to and help resolve difficult and sensitive defendant requests and resident inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the court.
- Gather data and prepare reports on work performed and assist in projections of future interpreter needs.
- Prepare monthly statistical reports as required.
- Provide written translation of applicable forms.
- Participate in committees addressing issues related to the court or Tempe.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

**JOB DESCRIPTION HISTORY**

*Effective January 2003*

*Revised January 2006 (slightly changed training requirements)*

*Revised March 2024 (added education and training requirements, and essential job functions)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Court Interpreter**

**Job Code: 164**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software			X	
Physically handling of chemicals	X			
Indoors				X
Outdoors	X			
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use			X	
Climb Stairs / Ladders			X	
Neck Range of Motion			X	
Traverse Uneven Surface	X			
Traverse Even Surface			X	

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X	5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**