



NACOGDOCHES COUNTY

Job Opportunity

Position: Court Interpreter & Legal Assistant

Open until filled

Department: County Attorney's Office

Type: Full Time

Salary: \$28,347 to \$32,316 per year, depending on experience for an uncertified interpreter
\$32,000 to \$39,000 per year, depending on experience for a certified/licensed interpreter

General Description:

The primary responsibility of this position is to interpret the written and spoken language (from English to Spanish and Spanish to English) at court proceedings and in other situations for the court and related departments. The interpreter will use simultaneous, consecutive and sight modes of interpreting and translating to ensure that the needs of the court are met. The interpreter translates for judges, attorneys, court staff and Spanish-speaking defendants, litigants and witnesses. This position also performs duties as a legal assistant for the Office of the County Attorney, including, but not limited to, preparing legal documents, maintaining records, data entry and assisting with trial preparations. This responsibility is secondary to the primary responsibility of translating and, when in conflict, the primary responsibility of this position will take priority.

Knowledge, Skills & Abilities:

- Fluent knowledge of both English and Spanish including standard grammar, idiomatic and jargon terms
- Ability to perform accurate simultaneous and consecutive English and Spanish translation and interpretation
- Ability to read and write English and Spanish well
- Ability to relay the style and tone of the original language
- Knowledge of legal terminology & criminal court proceedings
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to follow instructions and complete assignments
- Ability to multi-task and work independently with limited supervision
- Ability to establish and maintain professional relationships with co-workers and general public while using good judgment to recognize scope of authority
- Ability to maintain confidentiality
- Proficiency in the use of office equipment, computers and ability to learn the use of new software
- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.)
- Ability to interact with the public and other county departments

Additional Information:

- Worked performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- Requires ability to see in order to visually recognize facial expressions and hand movements
- Requires ability to hear in order to translate spoken language and to hear tone of voice and verbal nuances

Qualifications:

- High School Diploma or GED Certificate.
- Completely bilingual in Spanish and English
- Previous experience in providing English->Spanish translating and interpreting services in a public setting
- Certification as a Court Interpreter or the ability to obtain certification within twelve (12) months of employment start date. (the cost of certification will be the employee's responsibility)

Instructions:

Complete a Nacogdoches County Employment Application and submit to the address below. Resume and professional references should be attached to the completed application.

Submit application to: **Nacogdoches County – HR Dept**
101 W. Main St., Ste. 161
Nacogdoches, TX 75961