

Full-Time Job Opportunity:

NE State Court Interpreter Coordinator

Salary: \$5,397.54 Monthly

Location: Grand Island, NE

Job Type: PERM FULL TIME

Department: Supreme Court (Court Administrator)

Job Number: 60011130

Closing: 6/11/2018 11:59 PM Central

Visit this link for more information: <https://www.governmentjobs.com/.../ne-state-court-interpreter...>

Description

The Nebraska Supreme Court is accepting applications for a NE State Court Interpreter Coordinator who will, under the supervision and direction of the Statewide Language Access Coordinator, fulfill the responsibilities involved with the Nebraska Supreme Court mandate to provide qualified interpreters for all court proceedings where participants have limited English oral communication skills; provide Spanish-English interpreting for designated county; shall recruit, train, schedule, and supervise other interpreter services in assigned counties and work to implement statewide policies and procedures for the most efficient and effective use of interpreters in the state court system.

Examples of Work

State wide administrative responsibilities; provide statistical reports on interpreter usage; coordinate, locate and schedule interpreters for courts and probation offices within locally assigned region; coordinate testing and training; keep current contact information for all certified and registered interpreters; provide Spanish interpreting for the Nebraska Judicial Branch for average 25 hours per week; recruit interpreters in needed languages, providing mentoring and outreach to Limited English Proficient communities, schools, etc.; assist in interpreter orientation, skills building, testing preparation and other offered education; collaborate with other Coordinators to translate into Spanish court and probation forms and informational materials.

Qualifications / Requirements

REQUIREMENTS: Certification as a Nebraska Spanish Court Interpreter or as a Spanish-English Federal Court Certified Interpreter is required. In addition, graduation from an accredited college or university with a bachelors degree or a minimum of five years' work experience as a certified Spanish court interpreter with no interpreter disciplinary action in Nebraska or any other state. At least one year experience in an administrative capacity, including experience in court or related administrative or professional work.

Knowledge, Skills and Abilities

Physical and mental ability to perform the duties of a certified court interpreter in Spanish-English languages; thorough knowledge of court procedures, legal documents, laws, and rules pertaining to the courts and federal requirements for language access; organizational knowledge of functions, responsibilities and procedures of the Nebraska State Courts; ability to become proficient within six months in the use of JUSTICE (the statewide court computer system); oral and written communication skills; ability to effectively organize, direct and coordinate the interpreter needs of a large court while also responding to needs of rural courts with limited local resources.