



CHELAN COUNTY DISTRICT COURT

Position Announcement

Certified Court Interpreter/Bailiff

SALARY & BENEFITS: Step 1 - \$3,695.90 per month to start. A choice of Chelan County benefits is available.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent, or any combination of education and experience which provides the following knowledge and skills: knowledge of the operation of the court and case processing activity; knowledge of office practices; ability to work independently and in a high-pressure work environment; ability to make responsible decisions in accordance with laws, court policies and procedures; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with co-workers, public officials and the general public; and skill in operating standard office machines and equipment, including computers. Fluent bi-lingual English/Spansih ability is required. Consecutive and simultaneous interpretation ability required. **Certification by the Washington State Administrative Offices for the Courts is mandatory.**

SPECIAL REQUIREMENTS: Work is performed in an office environment. On occasion the employee may be exposed to potentially anti-social behavior. Sitting or standing for extended periods of time, and dexterity to operate a computer terminal is required. The position requires tact, accuracy, judgment, and may involve disturbances of workflow, and/or irregularities in work schedule. The Certified Interpreter/Bailiff will be required to provide administrative support to contribute to the maintenance of order, the smoothness and effectiveness of the proceedings, and the administration of justice.

APPLICATION PROCEDURE: To apply for this position, submit a cover letter, a completed District Court Application, **and** a resume outlining work experience and education along with two professional references to:

Patty King, Court Administrator
Chelan County District Court
Chelan County Courthouse, 4th Level
PO Box 2686
Wenatchee WA 98807-2686
(509) 667-6394 FAX (509) 667-6456

(Over)

This position will remain open until filled.

PLEASE NOTE: Chelan County has a non-smoking policy in all County facilities.

In compliance with the Immigration Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Such proof must be presented prior to starting employment.

It is the policy of the District Court to provide equal employment opportunity to all persons. All recruitment and hiring shall be done without regard to race, color, creed, sex, physical sensory and mental handicap, national origin, age, martial status, or sexual preference.

Example of Anticipated Duties: Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.

- ◆ Provides interpreter services in both courtrooms, public areas, clerk's office, and on the phone when requested.
- ◆ Prepares courtrooms for court sessions, including posting of courtroom schedules, providing information to the public, and preparing court related documents.
- ◆ Announces and attends court sessions, including making sure that a clerk, the attorneys, and the litigants are assembled; announcing the entrance of the judge to the courtroom; and responding to special requests from the judge.
- ◆ Monitors and provides support to jury functions; provides assistance and relays questions from the jury to the judge during deliberations; informs the judge, clerk, attorneys, and the litigants when the jury has arrived at a verdict; stays with and attends to the needs of a sequestered jury.
- ◆ Insures the security and safety of the courtroom, maintains the decorum and solemnity of the proceedings, and removes any person whose conduct is disruptive or improper.
- ◆ Provides clerical assistance in the court's office, including filing, retrieving, and preparing court related documents; prepares court correspondence for mailing; and maintains courtroom and office supplies and forms.
- ◆ Performs other duties as required.

Chelan County
Certified Court Interpreter/Court Bailiff
Job Description

Job Title: Certified Court Interpreter/Court Bailiff
Department: District Court
Reports To: Patricia L. King, Court Administrator
FLSA Status: Nonexempt
Pay Grade: A071
Job Status: Full-Time
Union Status:
Prepared By: Patty King, Court Administrator
Prepared Date:
Approved By: P. King January 27, 2006
Last Updated:

SUMMARY

The bailiff/interpreter performs a variety of duties related to courtroom activities and courtroom security. Serves as an interpreter for Spanish speaking defendants and witnesses as required. Maintains order in courtroom and guards jury from outside contact by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Providing interpreter services in courtrooms, public areas, and clerk's office.
- Checking courtroom, jury rooms, and other areas of the court for security and cleanliness, and screens persons entering judge's chambers and courtrooms. Posts court calendars daily
- Maintaining courtroom and office supplies and forms.
- Maintaining the decorum and solemnity of courtroom proceedings, and removing any person whose conduct is disruptive or improper.
- Collecting and retaining unauthorized firearms from persons entering courtroom.
- Escorting jurors throughout trial process to prevent jury contact with public. Serving as liaison for the judges, jurors, and counsel; transferring documents to the bench, jurors and counsel.
- Performing a variety of miscellaneous tasks such as delivering paperwork to other departments, making copies, filing, preparing court correspondence for mailing, assisting in administrative support when necessary.
- Reporting need for police or medical assistance to the appropriate agency.
- Insuring readiness for court proceedings. Opening court by announcing entrance of Judge.

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SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Fluent bi-lingual English/Spanish speaking and translation ability is required. Must have thorough knowledge in Spanish and English legal terminology.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to diffuse anger and hostility in court participants.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified by the Office of the Administrator for the Courts as a qualified court interpreter in the Spanish language.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.