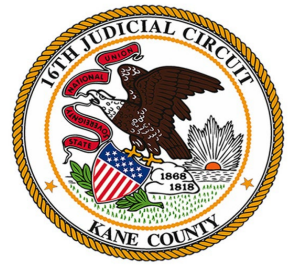


16th Judicial Circuit County of Kane

Office of the Chief Judge and
Court Administrator
37W777 Route 38, Suite 301
St. Charles, IL 60175



FULL-TIME COURT INTERPRETER- SPANISH LANGUAGE

Circuit Court of the Sixteenth Judicial Circuit

Kane County, Illinois

October 8, 2024

HOURS: 35 hours per week

8:30am to 4:30pm Monday through Friday, with potential for overtime opportunities

COMPENSATION: \$33.00hr.-\$36.00hr.- DOQ

BENEFITS: IMRF Pension, Health and Dental Insurance, Paid Vacation and Court Holidays

POSITION SUMMARY:

The 16th Judicial Circuit Court is accepting applications for the position of full-time Court Interpreter- Spanish Language. Under the supervision of the Office of the Chief Judge and Court Administrator, this position provides interpretation services to Limited English Proficient (LEP) individuals involved in court proceedings.

MAJOR DUTIES:

- Effectively and efficiently, perform simultaneous or consecutive interpretation for LEP individuals throughout the entirety of court proceedings.
- Ability to provide interpretation services in-person and/or through video remote interpreting; as well as ability to sight translate brief documents (birth/death certificates, text messages, letters) during court proceedings.
- Act in accordance with Language Access Policy and Code of Interpreter Ethics of the Illinois Supreme Court, as well as the Language Access Plan for the 16th Judicial Circuit Court.
- Maintain a case log of interpretation services, including case number, title and future proceedings information.
- Actively seek to improve knowledge and interpreting skills in order to advance the interpreter profession and credentials.
- Effectively communicate with justice system partners and co-workers.

POSITION REQUIREMENTS:

- Completion of high school or GED.
- Native-like mastery of English and/or Spanish, and extensive knowledge of legal terminology and court proceedings.
- Certified or Registered status on the Illinois Supreme Court Language Interpreter Registry or other State Court Interpreter Registry as recognized by the Administrative Office of Illinois Courts, is preferred.
- Strong understanding and knowledge of the cultural and dialectical varieties of Spanish and English, including idiomatic expressions, slang and regional colloquialisms.
- Adherence and full understanding of the Illinois Supreme Court Code of Interpreter Ethics.

- Understanding and knowledge of courtroom decorum and behavior during judicial proceedings.

CLOSING DATE:

November 1, 2024

Letters of application and resumes should be submitted to the Kane County Dept. of Human Resource Management via the application portal at <https://www.kanecountyil.gov/Pages/Employment.aspx>

CONTACT:

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