



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 496.5

Job Title: **COURT INTERPRETER**

Pay Grade: 17

GENERAL SUMMARY:

Provides verbal interpretation and written translation services in a Municipal Court of record to ensure communication is exchanged accurately with internal and external stakeholders.

RESPONSIBILITIES:

- Provides simultaneous interpretation of verbal communications from one language into another in a court of record. Ensures all parties understand the information exchanged.
- Provides written translation of documents/communications (i.e., legal documents, correspondence and official announcements) from English to a second language, or vice-versa, for a court of record.
- Provides information to non-English speaking customers or visitors by telephone, electronic mail, and in person.
- Performs general clerical/administrative duties as required.
- Assists with special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in a foreign language or a field relevant to the work being performed.

LICENSE/CERTIFICATION:

Must have a valid Master-level Court Interpreter license issued by the Judicial Branch Certification Commission of the State of Texas.

EXPERIENCE:

One year of relevant interpreting/translating experience is required. Must be dual language proficient in both verbal and written communications, and have knowledge of courtroom and/or legal terminology.

Substitution: Two years of pertinent experience may be substituted for the above education requirement.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors could lead to misinterpretation of legal proceedings and official communications, which may lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally available to provide assistance.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity in a courteous and professional manner.

External Contacts:

Level of external contact is primarily with the public, visitors and/or mid-level representatives of government agencies. Interaction involves information exchange and/or simple service activity requiring a high level of professionalism, accuracy, and courtesy.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Court Interpreter

Effective: September 2002

Revised: June 2019