

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

SPANISH COURT INTERPRETER

SALARY: \$21.60/Hour

HOURS: 37.5 hours a week Mon-Fri
Rotation weekend hours

BENEFITS: IMRF Pension, Health Insurance

The 17th Judicial Circuit Court - Winnebago County Circuit Court, is accepting applications for a Spanish Court Interpreter.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Perform simultaneous and consecutive interpreting for court proceedings both in-person and through video remote technology.
- Sight translation of written court forms and documents.
- Act accordance with the Illinois Supreme Court Language Access Policy and Code of Interpreter Ethics and the 17th Judicial Circuit Court Language Access Plan.
- Maintain an activity log of interpretation services.
- Work in conjunction with the Circuit Court staff to maintain a centralized interpretation calendar language access needs.
- Continually strive to improve skills and knowledge in order to advance their profession and credentials.
- Communicate effectively with co-workers and justice system partners.
- Assist Court Administration with reception, telephone coverage and other related duties.

QUALIFICATIONS:

Completion of high school or GED. Must have native-like mastery of English and Spanish, and experience with court protocol and legal terminology. **Inclusion on the Illinois Supreme Court Language Interpreter Registry is required.**

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- “Certified” status on the Illinois Supreme Court Language Interpreter Registry is preferred.
- Interpreter certifications from other states, the federal courts or other organizations preferred.
- Cultural intelligence and knowledge of the dialectical varieties of English and Spanish, including regional colloquialisms and slang expressions.
- Knowledgeable of standards and laws pertaining to court interpreting and basic court procedure.
- Knowledge of basic clerical skills, including use of Microsoft Office and Outlook.

**APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY
TO:**

Kim Ackmann, Deputy Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
kackmann@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are subject to a satisfactory background review and drug test.

POSTED: 12/19/2022

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER