



# Superior Court of the State of California County of San Benito

450 Fourth Street, Hollister, CA 95023  
www.sanbenito.courts.ca.gov

The Superior Court of San Benito County is recruiting for an enthusiastic individual to fill the position of:

## **INTERPRETER (SPANISH)**

Full-time

Represented Position – California Federation of Interpreters

**Opening Date: April 8, 2024**

**Closing Date: Until filled**

### **COMPENSATION:**

Hourly:	Step 1:	\$40.12	Step 5:	\$48.77
Monthly*:	Step 1:	\$6,954.13	Step 5:	\$8,453.46
Annually*:	Step 1:	\$83,449.60	Step 5:	\$101,441.60

\*Monthly and Annual amounts for full-time; will be prorated for part-time work. See benefits section for additional compensation information.

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### **APPLICATION PROCESS:**

To apply submit a completed **employment application and resume** to the court by the deadline noted above. The employment application can be found at the following link:

<https://www.sanbenito.courts.ca.gov/system/files/general/employment-application.pdf>

### **Application may be submitted by the following methods:**

- By Email: [hr@sanbenitocourt.org](mailto:hr@sanbenitocourt.org)
- By Fax: 831-636-4195
- By personal delivery or US mail to:  
San Benito County Superior Court  
Attn: Human Resources  
450 Fourth Street, Hollister, CA 95023  
Monday-Friday: 8:00 a.m. to 5:00 p.m.

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### **JOB DETAILS: COURT REPORTER**

Under general supervision, to provide consecutive and simultaneous interpreting services for persons who do not speak English or who have difficulty understanding and expressing themselves in English; to be responsible for interpreting all verbal and sight translating all written communication pertaining to the matter being heard; to interpret statements made by judges, attorneys, and expert witnesses, all of whom frequently use legal and technical

terminology, and to interpret statements of defendants or other parties, some of whom may possess very limited language skills; and to do related work as required.

## **ESSENTIAL FUNCTIONS**

- Performing accurate simultaneous and consecutive interpretation from English to Spanish and vice versa in court proceedings for non-English speaking defendants and witnesses.
- Assists attorneys representing non-English speaking defendants by interpreting before, during and after courtroom proceedings, conducting interviews relative to pre-hearing testimony and post-hearing orders.
- Performs sight translation of court documents.
- May be required to assist court staff by interpreting for customers during office visits and incoming calls.
- May be required to provide interpreting services using Video Remote Interpreting equipment.

## **REPORTS TO**

The Court Executive Officer or designee.

## **TYPICAL PHYSICAL REQUIREMENTS**

The duties assigned to this position require standing or sitting for long periods and talking for long periods. The noise and traffic level in work environment are similar to a busy office.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment with continuous contact with the public and staff. May be under potentially stressful conditions depending on the type of hearing.

## **EXAMPLES OF DUTIES**

The following is used as a partial description and is not restrictive as to the duties required. Depending on assignment, duties may include, but are not limited to, the following:

- Interprets from English to Spanish and vice versa using simultaneous and consecutive modes at court proceedings and for other court related departments at the discretion of the court;
- Makes sight translations of documents such as petitions, reports, waivers, felony disposition statement forms and other documents;
- Interprets for judges, attorneys, court staff and other court-related departments at the direction of the Court;
- Interprets between languages in court proceedings;
- Brings to the attention any items that may impede the interpreters' performance;
- Receives daily calendar assignments and accurately completes the daily activities logs or other documentation as required;
- Coordinates and arranges for coverage of court calendars when more than one interpreter is needed;
- Perform other language interpretation duties as assigned, such as providing general court information to the non-English speaking public, translating forms for the court and process documents related to interpretation.

## **MINIMUM QUALIFICATIONS**

- Possession of a high school diploma or General Equivalency Diploma (GED)
- Any combination of experience and/or education that would likely provide the required knowledge and abilities is qualifying.
- See special requirements.

## **KNOWLEDGE OF / ABILITY TO**

Knowledge of:

- English and applicable non-English grammar and vocabulary provided the source language speaker is using correct grammar and vocabulary.
- Legal concepts and forensic terminology in both English and non-English language specified.
- The general range of regional and cultural variations in the specified language.
- Interpreter ethics and standard, as stipulated in the California Rules of Court, Rule 2.890 (adopted as rule 984.4) – Professional Conduct for Interpreters.

Ability to:

- Orally convey the meaning from English to Spanish and vice versa by interpreting in the simultaneous, consecutive, and sight translation modes, conveying the meaning accurately without editing, summarizing or omitting;
- Adjust to speakers with differing voices and accents at varying rates of speed;
- Interpret accurately and remain impartial, including adversarial and emotionally charged situations;
- Work in courtroom and related court facilities that includes contact with judges, staff, attorneys, other court users and the public;
- Proficient at using office equipment, including computer, telephones and copiers;
- Concentrate and deliver interpreting services in a busy and fast-paced environment; and
- Establish and maintain effective working relationships with individuals from a variety of socio-economic backgrounds, often in difficult and strained circumstances.

## **SPECIAL REQUIREMENTS**

- Possession of a valid certificate as a "Certified Court Interpreter" in Spanish issued by the Judicial Council of California on behalf of the State of California.
- Possession of, or the ability to obtain, an appropriate valid California Driver's License.
- The ability to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees can and will be called upon to act as Disaster Workers when needed.

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## **BENEFITS:**

The following benefits are provided at the intervals and rates equivalent to the General bargaining unit:

- Cost of Living Adjustments (COLAs)

- Health, Dental and Vision Insurance
- Monthly Court Contribution toward Health coverage:

<b>Level of Coverage</b>	<b>Monthly Court Contribution</b>
Employee Only	\$999.00
Employee + Dependent	\$1,812.00
Employee + Family	\$2,308.00

- Cash in Lieu: The court will pay \$300 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid.
- AD&D: Court paid
- Vacation Days:

<b>Years of Service</b>	<b>Accrual Per Year</b>
1-3 years of service	80 hours per year
3+ -10 years of service	120 hours per year
10+ -15 years of service	160 hours per year
15+ years of service	200 hours per year

Eligible to use vacation upon completion of 6 months of continuous service.

- Sick Leave: 10 hours per month. Eligible to use sick leave upon completion of 3 months of continuous service.
- Holidays: 14 paid holidays per year
- Retirement CalPERS: Court pays employer share. Current Formula: Classic 2% at 55 / PEPR 2% at 62. Note: Employee pays employee share.
- Social Security: The court pays towards Social Security and Medicare.
- Life Insurance: Court pays for a \$30,000 life insurance policy. Supplemental Life insurance is available to employees at their cost.
- Employee Assistance Program (EAP): Paid by Court.

The court also offers other voluntary benefits, paid by employee:

- Deferred Compensation
- AFLAC and Colonial Life plans
- Flexible Spending Account

The contents of this class specification shall not be construed to constitute any expressed or implied guarantee, nor shall it constitute a contract of employment. Superior Court assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.