



## CLASS SPECIFICATION

Class Code: 18652  
Date Est: 07/2019  
Last Rev:  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### INTERPRETER

#### **DEFINITION**

Under regular supervision, provides interpretation services in court for victim or witness; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience interpreting or translating in a justice system, law enforcement, medical, or other professional setting, including the use of standard Microsoft Office Suite applications, in performing daily support duties; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Nevada Court Certified Interpreter certification must be obtained within 24 months of date of appointment for continued employment.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Interpret from Spanish into English and from English into Spanish for victims, witnesses and other persons in a wide variety of settings such as court proceedings, meetings, telephone calls from the public and the Washoe County Detention Facility, and any other situations as necessary; may travel offsite to interpret meetings with victims such as in their home or in the hospital.

Interpret and translate written documents including statements, court transcripts, legal documents and statutes; transcribe and translate audio files, video files, CD, DVD, BWC, or other digital evidence.

Provide accurate and complete interpretation, simultaneous or consecutive, into specified languages, preserving message content, language level and discourse, and style register as much as possible.

Attend and participate in meetings, trainings, and information sessions.

Stay abreast of new trends and innovations in the field.

Compile terminology and information to be used in translations, including technical terms such as those for legal material.

Follow ethical codes that protect the confidentiality of information.

Take the constitutional oath that the interpreter will faithfully interpret all testimony given in court.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

The legal system and court proceedings.

Principles and techniques used in dealing with the public.

**Ability to:**

Translate complex documents.

Analyze information/situations/documents and make appropriate responses.

Display a high degree of professionalism during public hearings.

Speak publically.

Maintain a high level of accuracy; interpret for people with limited English linguistic skills and comprehension of the judicial system.

**Entry Level:** *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation methods.)*

**Knowledge of:**

Interpretation of English and Spanish oral languages.

Translation of English and Spanish written languages.

Terminology and jargon used in justice and law enforcement settings including slang and regional variances.

Microsoft Office Suite software (Word, Outlook, and Excel at a minimum).

**Ability to:**

Read, understand and translate legal documents from English into Spanish and Spanish into English.

Interpret from English into Spanish and Spanish into English, without altering, omitting, adding, or embellishing anything to what is stated.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Preserve the meaning of what is said in court, including the style or register of speech.

Deal effectively with a diverse group of individuals from different socioeconomic backgrounds under stressful situations.

Communicate in a clear, concise manner, both orally and in writing.

Operate a personal computer.

Speak clearly and distinctly in a well-modulated voice.

Interact effectively and sensitively with individuals from diverse backgrounds; effectively communicate with and elicit information from upset and irate citizens.

Establish, foster and maintain effective working relationships with all those contacted through the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a detention facility environment. Ability to lift up to 20 pounds. Ability to operate a personal computer, printer, copier, calculator, optical imaging equipment, and fax machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*