



JUDICIARY OF THE STATE OF NEW JERSEY Court Interpreter Band Specification

BAND SUMMARY

Court Interpreters convey spoken, written or signed communications between two languages. They possess a native-like mastery of both English and a second language. Court Interpreters must interpret and translate in a manner that accurately reproduces in the target language the closest natural equivalent of the source language message without embellishment, omission or explanation.

LEVEL SUMMARY

Level 1 - Conditionally Approved/Trainee (Court Interpreter 1- Conditionally Approved/Trainee): Employees at this level act as trainees and interpret proceedings of limited legal significance or limited linguistic complexity and may prepare draft translations of forms, letters and other court-related documents.

Level 2 - Journey (Court Interpreter 1- Journey, Court Interpreter 3): Employees at this level interpret legal proceedings and may translate forms, letters and other court-related documents.

Level 3 - Mastery (Court Interpreter 2 - Master): Employees at this level interpret complex legal proceedings and may translate forms, letters and other court-related documents.

NOTE: The above summary and following examples of work are for illustrative purposes only. Any one position may not necessarily include all of the tasks listed, nor do the examples cover all of the duties, which may be performed. Cumulative tasks; higher levels include the tasks associated with the lower level.

TASKS

Level 1

Analyze data

Attend training and professional conferences to develop technical expertise and knowledge

Assemble materials

Collect information, for example, specialized vocabulary, cases in order to prepare for the communicative event

Compile records and other written materials

Create and update terminology lists

Deliver interpreting services individually or as a member of a team of two or more interpreters

File interpreting records or other written materials

Interpret from spoken English into a foreign or language, or reverse, in a sight, consecutive or simultaneous modes for clients or customers

Operate electronic data processing or peripheral equipment

Operate electronic or manual information systems

Participate in study and training activities in a group or individually in order to develop and maintain interpreting and translating skills and techniques

Participate in team/work unit meetings

Produce final or draft translations into English or another language of documents such as official forms, public signs, notices, posters, form letters, documents related to applications made to the courts and correspondence written in another language

Provide cross-training to co-workers; for example, demonstrate to other staff how you perform your work

Provide quality customer service to court users and/or internal customers

Provide telephonic or video interpreting services and support to other Judiciary locations as needed

Recommend improvements in operating procedures, programs, standards, work processes, or administrative practices

Sight interprets appropriate non-English language or English documents as required during court proceedings, quasi-judicial hearings, complementary dispute resolution events, court support services, weddings and other court-related events in person or via a telecommunications device.

Suggest improvements in work unit operation

Use techniques and equipment, such as note taking, self-correction, appropriate lag time, simultaneous interpreting equipment, telephone interpreting equipment, etc., when interpreting

Level 2

Apply statutes, court rules, case law, policies or other regulatory standards to cases

Assist court employees and others in scheduling interpreting services

Assist in the delivery of interpreting services among vicinages

Give advice or assist staff or team members with work in progress

Orients, schedules and invoices contract interpreters

Proofread written materials

Provide information to judges, attorneys or community organizations

Provide introductory information regarding the role of the interpreter to attorneys requiring interpreting services

Transliterate between a spoken language and a manual version of that language (American Sign Language interpreters only)

Level 3

Interpret high-profile and complex trials, as well as trials involving crimes of the first-degree

Mentor and coach staff or team members; provide direction and feedback

Provide higher level technical advice and/or expertise to staff, peers or management

Review draft translations prepared by team members

COMPETENCIES

NOTE: The following competencies are cumulative in nature. For example, lower level competencies are prerequisite to higher levels.

Level 1

Consecutive Interpreting - Renders an interpretation of a speaker's utterance after the speaker has stopped speaking, taking a turn after each primary speaker finishes.

Customer Service - Committed to providing quality services. Commands a thorough understanding of the customer, who he or she is, why and what he or she wants and needs. Focuses work on meeting and exceeding the customer's needs. Develops and maintains strong relationships with internal and external customers, vendors or suppliers. Builds customer confidence in the ability to serve their needs.

Information Management - Identifies a need for and knows where or how to gather information. Organizes and maintains information.

Integrity/Honesty - Contributes to maintaining the integrity of the organization. Displays high standards of ethical conduct and understands the organization's standards, including confidentiality in court operations, when appropriate, and the impact of violating these standards on the organization, self and others. Trustworthy. Adheres to and conforms with the practice to the Code of Professional Conduct for Interpreters, Transliterators, and Translators; the Standards for Court Interpreting, Legal Translating, and Bilingual Services; and other laws and policies that relate to the performance of duties.

Interpersonal Skills - Shows understanding, respect, collegiality, courtesy, tact, empathy, cooperation, concern, and politeness to others. Develops and maintains effective relationships with others; including effectively dealing with individuals who are difficult, hostile, or distressed. Relates well with people from varied backgrounds and different situations. Sensitive to cultural diversity, race, gender, disabilities, and other individual differences. Participates fully in team activities.

Legal/Government – Knowledge of laws, legal codes, legal documents, government regulations, executive orders, agency rules, New Jersey Rules of Court, government organization and functions.

Oral Communication - Effectively communicates information, for example, ideas or facts, to individuals or groups effectively, taking into account the audience and nature of the information, for example, technical, sensitive, controversial. Makes clear and convincing oral presentations. Listens to others, attends to nonverbal cues, and responds appropriately.

Organizational Awareness - Knows the organization’s mission and functions, and how its social, political, and technological systems work, and operates effectively within them, including the programs, policies, procedures, rules, and regulations of the organization.

Professional Development - Improves interpreting skills and knowledge, for example, formal course work, conference attendance, training, professional associations. Expands linguistic and cultural knowledge through contact with sources such as newspapers, magazines, books and cultural events. Keeps up-to-date on best practices available in the profession and attempts to implement those appropriate to the organization’s needs.

Personal Development - Identifies and follows through on assignments, guidance and feedback to continuously learn and improve the performance and capabilities of one’s self.

Reading Comprehension - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables in English and one or more additional languages. Applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information. Asks pertinent questions to acquire needed information. Analyzes information and makes logical inferences or draws accurate conclusions.

Self-Management - Sets well-defined and realistic personal goals. Displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner. Works with minimal supervision. Motivated to achieve. Demonstrates responsible behavior.

Sight Interpreting - Converts “on sight” documents written in one language into a different language that is spoken or signed.

Simultaneous Interpreting - Interprets at the same time as a speaker of the source language is speaking, using either whispers or electronic equipment.

Stress Tolerance - Deals calmly and effectively with high stress situations, for example, tight deadlines, hostile individuals, emergency situations, dangerous situations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit, works with others to achieve goals.

Technology - Uses technology in the workplace.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job. Acquires and applies new terminology. Learns meaning of new words or phrases in source language and either develops an equivalent word or phrase in the target language or learns equivalent renderings in the target language.

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Time Management - Establishes and manages priorities effectively.

Total Quality Management - Shows attention to detail, accuracy and thoroughness. Shows a commitment to quality and excellence. Finds the root cause of problems. Looks for and makes continuous improvements. Follows through on implementing improvements and commitments made to others.

Translating - Completes translations according to assigned deadlines and in accordance with the Guidelines for Legal Translation.

Transliterating (sign language interpreters only) - Conveys messages expressed in spoken English into manually coded English and the reverse.

Volume - Produces a comparable workload in comparison to other interpreters at the same level.

Written Communication - Composes correspondence, reports and other written material that is clear, concise, well organized and understood by recipient. Recognizes and uses correct English grammar, punctuation, and spelling. Communicates information, for example, facts, ideas, or messages, in a succinct and organized manner. Produces written information which may include technical material that is appropriate for the intended audience.

Level 2

Cost Efficiency - Facilitates efficient and cost-effective use of contract interpreters.

Decisiveness - Makes sound and well informed decisions; perceives the impact and implications of decisions. Commits to action.

Goal Orientation - Budgets time. Adjusts priorities in ways that meet optimal conditions. Manages multiple projects, priorities and deadlines.

Planning and Evaluating - Organizes work, sets priorities and determines resource requirements. Determines short or long term goals and strategies to achieve them. Coordinates with other organizations or parts of the organization to accomplish goals. Monitors progress and evaluates outcomes.

Problem Solving - Identifies problems. Determines accuracy and relevance of information. Uses sound judgment to generate and evaluate alternatives and to make recommendations.

Level 3

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive manner which minimizes negative personal impact.

Conflict Resolution - Demonstrates good listening skills. Promptly and proactively resolves conflicts in a decisive manner based on facts and reason. Takes action to avoid conflict.

Counseling – Mentors, guides and coaches staff or team members. Provides feedback targeted at individual development.

Decision Making - Makes sound, well-informed and objective decisions. Perceives the impact and implications of decisions. Commits to action, even in uncertain situations, to accomplish organizational goals. Recommends, devises, and/or implements change. Effectively deals with ambiguity.

Flexibility - Open to change and new information. Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Effectively deals with ambiguity.

Interpretation & Analysis of Written Materials - Comprehends and evaluates information, balancing the pros and cons to determine a desired outcome. Makes recommendations based upon logic or acquired knowledge.

Leadership - Influences, motivates and challenges others. Adapts leadership styles to a variety of situations.

Technical Competence - Works with, understands, and evaluates technical and specialized information related to the job. Advises others on technical issues.

MINIMUM REQUIREMENTS - SPOKEN LANGUAGE

Eligibility

All levels

Eligible applicants are court interpreters approved by the New Jersey Administrative Office of the Courts (AOC). AOC approved interpreters include interpreters who have passed the written and performance oral exams of the National Center for State Courts administered by the AOC or an equivalent test administered by a member state of the Council of Language Access Coordinators; or who possess the Court Interpreter Certification from the Administrative Office of the United States Courts.

Special Note

Prior to translating documents, incumbents must pass the translation test administered by the AOC.

MINIMUM REQUIREMENTS- SIGN LANGUAGE

Testing - Sign Language

Level 2

Applicants must possess one of the following certificates from the National Registry of Interpreters for the Deaf (RID):

Comprehensive Skills Certificate (CSC):

Or

Certificate of Interpretation (CI) **and** Certificate of Transliteration (CT)

Or

National Interpreter Certification – Advanced

Level 3

Applicants must possess one of the following from the National Registry of Interpreters for the Deaf (RID):

Comprehensive Skills Certificate (CSC):

Or

Certificate of Interpretation (CI) **and** Certificate of Transliteration (CT);

Or

National Interpreter Certification – Master

And

Forty-hours of legal training as evidenced by providing a transcript of Continuing Education Units (CEUs) obtained from the Registry of Interpreters of the Deaf (RID).

Or

Specialist Certificate: Legal (SC:L).

TRAINING PERIOD

Level 1

Court Interpreter 1 – Conditionally Approved/Trainees will have two years from the date of employment to test up to a higher level in order to maintain employment. Court Interpreter 1 – Conditionally Approved/Trainees will be in a probationary period until they test up to a higher Level.

License

All levels

Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Title Level	Title Description	Title Code	Svc	Week	Year
1	Court Interpreter 1 - Conditionally Approved/Trainee	77510	(U)	35	12
2	Court Interpreter 1 - Journey	77520	(U)	35	12
3	Court Interpreter 2 - Mastery	77530	(U)	35	12

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