

## **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 interpret proceedings of limited legal significance or limited linguistic complexity and prepare draft translations of forms, letters and other court-related documents.

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

**Level 3 Master (Court Interpreter 2 – Master):** Employees at this level interpret complex legal proceedings and 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.

#### **TASKS**

##### **Level 1**

Interpret from spoken English into another oral or manual language, and reverse, in the consecutive mode in court proceedings, quasi-judicial hearings, complementary dispute resolution events, court support services, weddings and other court-related events in person or via a telecommunication device.

Interpret from spoken English into another oral or manual language, and reverse, in the simultaneous mode in court proceedings, quasi-judicial hearings, complementary dispute resolution events, court support services, weddings and other court-related events in person or via a telecommunication device.

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. Produce final or draft translations into another language of documents such as official forms, public signs, notices, posters, form letters, job applications and correspondence written in English.

Produce final or draft translations into English of documents such as official forms, public signs, notices, posters, form letters, job applications and correspondence written in another language.

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

Create and update terminology lists.

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

Assemble materials.

Compile records and other written materials.

Enter data into automated record keeping systems.

File interpreting records or other written materials.

Collect information (e.g., specialized vocabulary) regarding cases in order to prepare for the communicative event.

Operate electronic data processing or peripheral equipment.

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.

Attend training and professional conferences to develop technical expertise and knowledge.

Treat all personnel, clients and the public with dignity and respect.

## **Level 2**

Assist in the delivery of interpreting services between vicinages.

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

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

Interpret in two or more languages.

Assist court employees and others in scheduling interpreting services.

Orient, schedules and invoices contract interpreters.

Apply statutes, court rules, case law or policies for cases.

Analyze data.

Provide information to judges, attorneys or community organizations.

Proofread written materials.

Recommend improvements in operating procedures or administrative practices.

Suggest improvements in work unit operation.

### **Level 3**

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

Mentor Court Interpreters 1-Conditionally Approved/Trainee.

Review draft translations prepared by Court Interpreters 1-Conditionally Approved/Trainee, and Court Interpreters 1-Journey.

### **COMPETENCIES**

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

#### **Level 1**

*Customer Service* - Commands an understanding of the customer (i.e., court system and court users). Focuses work on meeting and exceeding the customer needs; develops and maintains strong relationships with internal customers, vendors or suppliers; builds customer confidence in the ability to serve their needs.

*Total Quality Management* - Shows attention to detail, accuracy and thoroughness; shows a commitment to quality and excellence; looks for and makes continuous improvements; finds the root cause of problems.

*Time* - Budgets time; adjusts priorities in ways that meet the Judiciary's needs.

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

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

*Consecutive Interpreting* - Renders an interpretation of a speaker's utterance after the speaker

has stopped speaking, taking a turn after each primary speaker finishes.

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

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

*Reading* - 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.

*Writing* - Recognizes and uses correct grammar, punctuation and spelling in English and one or more additional languages; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

*Terminology* - 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.

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

*Integrity/Honesty* - Displays high standards of ethical conduct and understands the impact of violating these standards on the organization, self and others; chooses an ethical course of action; maintains the confidentiality of entrusted material. Adheres to and conforms with the practice to the Code of Professional Conduct for Interpreters, Translators, and Translators; the Standards for Court Interpreting, Legal Translating, and Bilingual Services; and other laws and policies that relate to the performance of duties.

*Professional Development* - Improves interpreting skills and knowledge (e.g., 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.

*Technology* - Uses technology (e.g., beepers, fax, E-mail, simultaneous interpreting equipment, telephone, telephone interpreting headsets, TTY accessibility equipment) in the workplace.

*Translating* (sign language interpreters only) - conveys messages expressed in spoken English into manually coded English and the reverse.

## **Level 2**

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

*Professional Development* - Keeps up to date with pertinent professional literature; applies

knowledge to the performance of duties.

*Planning and Evaluating* - Organizes work, sets priorities and determines resource requirements; 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.

*Legal* - Knows laws, legal codes, court procedures and regulations.

*Diversity* - The Judiciary is committed to the principles of equal protection, equal employment opportunity, and affirmative action.

### **Level 3**

*Counseling* - Guides and coaches staff or team members. Provides feedback targeted at individual development.

*Mentoring* - coaches, mentors and provides feedback to lower level employees.

*Interpretation & Analysis of Written Materials* - Comprehends and evaluates information, balancing the pros and cons to distinguish a desired outcome. Makes recommendations based upon logic or intuition. Makes connections between written information and ideas.

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

## **MINIMUM REQUIREMENTS- SPOKEN LANGUAGE**

### **Testing**

#### **All levels**

All applicants must demonstrate a language and skill proficiency consistent with the level of the position based on the performance tests administered by the New Jersey Administrative Office of the Courts or an equivalent test by a member of the Consortium for State Court Interpreter Certification; or possess the Court Interpreter Certification from the Administrative Office of the United States Courts.

## **MINIMUM REQUIREMENTS- SIGN LANGUAGE**

### **Testing - Sign Language**

**Level 2 Court Interpreter 1-Journey:** Applicants must possess one of the following certificates from the National Registry of Interpreters for the Deaf (RID):

Comprehensive Skills Certificate (CSC);
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Or  
 Certificate of Interpretation (CI) **and** Certificate of Transliteration (CT);  
 Or  
 National Interpreter Certification—Advanced.

**Level 3 Court Interpreter 2-Master:** 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**  
 40 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/Trainee:** Spoken language interpreters will serve a probationary period of a minimum of one year and will have up to two years from the date of appointment to successfully test to the Journey level in order to maintain employment.

MAJOR OCCUPATIONAL GROUP:		COURT INTERPRETER BAND				
Occupational Family: Court Interpreter						
Level	Title Description	Code	Reference	Svc	Week	Year
1	Court Interpreter 1- Conditionally Approved/Trainee	77510	1375 01 01	(U)	35	12
2	Court Interpreter 1-Journey	77520	1375 01 02	(U)	35	12
3	Court Interpreter 2-Master	77530	1365 01 03	(U)	35	12

**FOR MORE INFORMATION REGARDING** general stipulations/requirements and other information that applies to Judiciary titles, please consult the Judiciary Info Net.

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