



BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
Post Office Box 133
Albuquerque, New Mexico 87103

Telephone: (505) 841-9819
Fax No.: (505) 222-4823
Web Site: www.metrocourt.state.nm.us

METROPOLITAN COURT INTERPRETER
Court Interpreters Division

Opening Date: June 22, 2009
Closing Date: July 6, 2009
Salary/Range: \$20.520 - \$25.650/hour

Position No. 54467
Position Status: Full-time, Regular
Court Interpreters Division or as assigned

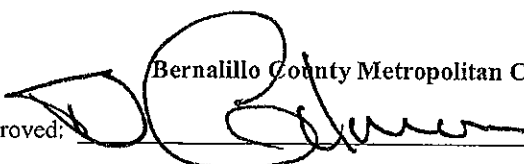
Essential Tasks: Provides Spanish language interpreting services during court proceedings. Responds to inquiries of Spanish-speaking public and guides them to appropriate services. Translates court forms from English to Spanish. Evaluates docket and reviews court files to determine the need for interpreters and maintains a database of people who require interpreting services for future hearings. Maintains statistics regarding type of hearing and number of people requesting interpreting services. May perform other duties as assigned to meet the operational needs of the Court.

Qualifications: **Education** - Two (2) years of college level education in any field from an accredited college or university or its foreign equivalent. **Education Substitution** - None. **Experience** - Two (2) years of professional interpretation experience of which one (1) year must have been in court interpretation. **Experience Substitution** - Additional post-secondary education in a related field may substitute for up to one (1) year of interpreter experience. Thirty (30) semester hours equals one (1) year of experience. **Certification** - Any of the following: National Consortium for State Court Interpreter Certification. Federal Court Interpreter Certification or other professional certifications recognized by the Supreme Court Interpreter Advisory Committee. Knowledge of legal terminology and proceedings and an in-depth vocabulary in both English and Spanish. Ability to interpret simultaneously and consecutively verbatim; translate by means of either a written or oral mode; maintain confidentiality; organize and prioritize workload; maintain a high level of accuracy and interpret for people with limited linguistic skills and comprehension of the judicial system. **Post-offer background history check is required.**

Working Conditions: Work is performed in a court setting and a dress code applies. The employee may be exposed to hostile or violent situations that arise when dealing with individuals involved in court cases. The employee may be exposed to disturbing and/or hazardous court exhibits. Work frequently requires close exposure to CRT and UV rays. The employee may be required to lift, move and carry up to forty (40) pounds. Occasional travel may be required periodically for training, meetings and/or presentations. Overtime and shift work may be required.

Applicants interested in applying should complete a New Mexico Judicial Branch Application for Employment (Revised 09/02) and submit with an original signature and date to the Human Resources Division prior to 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date.

Bernalillo County Metropolitan Court is an Equal Opportunity Employer

Approved:  , Brian W. Gilmore Court Executive Officer