



## OFFICE OF COURT ADMINISTRATION

### JOB VACANCY NOTICE

**Posting Date:** October 5, 2021

**Job Listing Identification Number:** 14852009

**State Job Title:** Interpreter III

**Agency Job Title:** Interpreter

**Monthly Salary:** \$5,833.34 - \$6,083.34

**Remarks:** Salary commensurate with experience.

**Closing Date:** Until Filled

**State Class. No. and PayGroup:** 5618/B21

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, Texas

**Type of Job:**  Full Time

**Travel Required:**  Yes  No

#### Job Description:

Performs advanced (senior-level) interpretation work in court hearings and translations from Spanish into English and English into Spanish. Interpretation work is performed remotely using telephonic or videoconferencing technology to connect with the court. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Interprets consecutively from English into Spanish and Spanish into English during court hearings and proceedings via telecommunication device.
- Translates documents from English into Spanish or Spanish into English.
- Works with judges and court staff to schedule and provide interpreting services.
- Maintains records of interpreting and translating activities.
- Participates in training activities to develop and maintain interpreting skills.
- Develops and maintains effective working relationships and communications with judges, court staff and other justice system partners, as well as with OCA staff and with staff of other agencies and organizations.
- Performs related work as assigned and complies with all OCA policies.

#### Minimum Qualifications:

- Associate's degree or completion of two years (60 hours) course work from an accredited college or university; may substitute closely related experience for required education on a year for year basis.
- Licensed by the state of Texas as a Spanish Language Court Interpreter by the Judicial Branch Certification Commission.
- Two years court interpreting experience.
- Ability to interpret consecutively and simultaneously.

- Ability to work effectively with internal and external customers.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.
- Proficient in Microsoft Office Suite.

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university.
- Experience providing remote interpretation services.

**Employment Conditions:**

- Regular attendance required.
- Must sit for extended periods of time.
- Operates standard office equipment and software.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

09L, CTI, 2641, 9L00

Additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_SocialServices.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf)

**To Apply:**

**All applications for employment with the Office of Court Administration must be submitted**

**electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com)**. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.