

**SECOND JUDICIAL DISTRICT COURT**  
**WASHOE COUNTY**  
**STATE OF NEVADA**

**COURT INTERPRETER (SPANISH)**

\$56,243.20 - \$76,502.40 annual salary (DOE)

Plus a comprehensive paid benefits package

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**Announcement: January 22, 2019**

**Open until filled**

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application [HERE](#)
- ✓ 3 Professional References
- ✓ Cover Letter
- ✓ Resume
- ✓ Educational Verification

Resumes will not be accepted in lieu of the completed District Court application.

**How to apply:** Completed application packets should be delivered to:

Human Resources Department

**Email:** [brett.gadwood@washoecourts.us](mailto:brett.gadwood@washoecourts.us)

**Fax:** 775-325-6601

**Phone:** 775-328-3405

**Hand delivery:** 1 S. Sierra Street, North Tower, 3<sup>rd</sup> Floor, Family Division

**Mail:** 75 Court Street

Reno, NV 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

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**DEFINITION**

Under the umbrella of the Assistant Clerk of Court and directly supervised by the Jury Commissioner/Language Access Services Manager, the District Court Interpreter provides interpretation services to court users who have limited or no proficiency in the English language. Therefore, this position is a key component to ensuring meaningful access for all limited English proficient individuals who access the Second Judicial District Court. This position provides interpretation services for proceedings in-and-out of the courtroom including family mediations, Lawyer in the Library, Specialty Court orientations, the Protection Order Help Center, and the Self Help Center. This position also translates forms, letters, and other court-related documents, and supports the District Court's efforts to implement and review the Language Access Plan.

**SUPERVISION EXERCISED**

Exercises no direct supervision over other employees.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Interpret in simultaneous and consecutive modes during such activities as complex court proceedings, hearings, interviews, mediations, and other court-related events requiring accurate communication.

- Sight translate Spanish or English documents as required.
- Review translations of, or translates into Spanish, official forms, documents, public signs, notices, posters, form letters, job applications, and correspondence.
- Review translations of, or translates into English, official forms, documents, public signs, notices, posters, form letters, job applications, and correspondence.
- May maintain files and records of interpreting and translating activities.
- May be a resource for the identification and coordination of contract interpreters.
- May assist with collecting, interpreting, and analyzing data for the computation and submission of statistical records and reports.
- Perform related duties, as assigned.

### **COMPETENCIES**

- Theories, methods, techniques, ethics, and standards of interpreting and translating;
- English and Spanish phonology, vocabulary, grammar, and dialectology;
- English and Spanish legal terminology;
- Principles and practices used in effectively dealing with the public;
- Modern office practices, methods, and computer equipment/software;
- Thorough knowledge of the English and Spanish speaking cultures;
- Understand the District Court's Language Access Plan;
- Acquire a thorough knowledge of the District Court system and related agencies;
- Identify needs of the interpreter program and make recommendations for improvement;
- Identify need for training and sources available to acquire such training;
- May be a resource for community members interested in learning about interpretation, shadowing, and obtaining certification; and
- Read, write, speak, understand, and communicate in English and Spanish sufficiently to perform the duties of this position.

### **MINIMUM QUALIFICATIONS**

#### ***Education***

- A bachelor's degree from an accredited college or university.

#### ***License or Certificate***

- Certification by the Nevada Credentialed Court Interpreter Program.
- Candidates who have a Federal Certification or Certification with another state will be considered; however, the successful candidate must meet the Nevada certification requirements for reciprocity.

#### ***Preferred***

- One year of experience interpreting in a professional setting.