



**TENTH JUDICIAL CIRCUIT  
HARDEE, HIGHLANDS, AND POLK COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Court Interpreter – Consortium Certified (English/Spanish)  
**SALARY:** \$55,000/annually/\$4,583.33/monthly  
**CLOSING DATE:** Open Until Filled  
**WORK SCHEDULE:** Monday through Friday  
**JOB LOCATION:** Polk County Courthouse

**GENERAL DESCRIPTION:**

An individual in this position is responsible for the accurate interpretation translation of verbal and written communication from one language to another. Work may be performed at various branch courthouses throughout the Tenth Judicial Circuit, virtually or in person, in a courtroom, judge's chambers, jail, detention center or hospital. This position may be required to work weekends on a rotation basis and may be required to travel to branch courthouses located in Hardee, Highlands and Polk Counties.

**EXAMPLES OF WORK PERFORMED:**

*NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Interprets oral communications from a foreign language to English and vice versa; renders oral interpretation of written text;
- Reviews any material translated with the party and attorney involved with a case as required;
- Interprets for defendants, judges, lawyers, witnesses, social workers, assistant state attorneys, and assistant public defenders;
- Interprets at first appearances, arraignments, pretrial conferences, bond hearings, plea bargains, motions, jury selections and trials;
- Performs related work as required and applicable.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

**The required language of expertise for this position is Spanish.** The person chosen for this position must have knowledge of a Consortium Certified Court Interpreter as well as be familiar with the function of the court system; proficiency in Microsoft 365 and other various applications; and possess the following abilities and skills to include but not limited to:

- Ability to translate and interpret fluently from Spanish to English and vice versa. The language may be spoken, written or recorded. The skill level of the language(s) must include slang, vulgarities and normal idioms;

- **PHYSICAL DEMANDS:** Work involves a significant amount of standing, walking, sitting, talking and listening; must be able to transfer up to 10 pounds.
- **COMMUNICATION:** Strong communications skills required with the ability to write, speak audibly, clearly and accurately in both English and in Spanish in a diverse environment.
- Knowledge of the specialized vocabulary used in the judicial environment;
- Knowledge of the types of judicial proceedings including arraignments, plea bargains, motions, and probation violation hearings and trials;
- Ability to work independently with minimum supervision;
- Skill in the use of dictating machines and video/audio cassette recorders;
- Computer literate, skilled in Microsoft Word;
- Excellent interpersonal skills.

**MINIMUM QUALIFICATIONS:**

- Graduation from college with an associate's degree and two (2) years of experience as an interpreter or any equivalent combination of education and experience.
- **Consortium Certification is required** (see *License and Certification Requirements* below for further clarification).
- Required language of expertise for this position is Spanish.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- **Certified Court Interpreter by the Court Interpreter Certification and Regulation Program (CICRP) of the Office of the State Courts Administrator (OSCA), Florida State Courts System; Biennial Renewal and Continuing Interpreter Education (CIE) Compliance Requirement** and experience as an interpreter.
- **LICENSE AND CERTIFICATION REQUIREMENTS:** Must possess a valid Florida Driver's License.

We are an equal opportunity employer. We do not discriminate based of race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan  
Human Resources Manager  
P. O. Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.