

## **REGIONAL COURT INTERPRETER COORDINATOR**

### **DEFINITION**

Under general supervision, coordinates spoken language court interpreter services and interpreter cross-assignments between courts within an assigned region and across regions throughout the state; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Regional Court Interpreter Coordinator* is a single-level class. Using a manual procedure and/or database to track and maintain interpreter availability, an incumbent in this class is responsible for locating and procuring court interpreter services and coordinating spoken language court interpreter cross-assignments in a wide variety of languages between courts within an assigned region and across regions throughout the state. Incumbents exercise significant independence in performing a broad variety of coordination duties within general guidelines.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Coordinates and tracks spoken language court interpreter services and cross-assignments within an assigned region and across regions throughout the state.
- Assists with telephone interpretation services as needed.
- Maintains a scheduling system for cross assignments of court interpreters and non-employee interpreters for a wide variety of languages for a designated region within the state.
- Monitors interpreter master list to provide information to the trial courts; assists in updating and maintaining the list to ensure all information is current.
- Responds to issues and questions related to interpreters.
- Interfaces with local interpreter coordinators regarding availability of court interpreters and court interpreter services.
- Facilitates communication between courts regarding court interpreter availability.
- Acts as liaison between Court Interpreter's Program (CIP) unit and Regional Offices and trial courts regarding matters related to cross-assignments.
- Acts as conduit for communications with Regional Chairs and the CIP unit.
- Provides employment information to potential interpreters.
- Assists in processing interpreter compensation claims.
- Responds to and resolves complaint calls regarding cross-assignment issues as they related to the Regional Coordinator/coordination process.
- Prepares standard and ad hoc reports as needed for claims, billing questions, workload statistics, and other related requirements.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary to provide on-site support.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Court interpreter functions and services in a trial court.
- Office and administrative practices and procedures.
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Basic principles of organizing and summarizing data and information.

#### **Ability to:**

- Respond to requests for spoken language court interpreter services and interpreter cross-assignments.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and judgment within established guidelines.
- Plan, organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Work in a fast-paced, potentially stressful work environment.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### **Licenses and Certificates:**

None.

#### **Education and Experience:**

Equivalent to an associate degree, preferably with major course work in administration or business, and three years of experience coordinating court interpreter services, court service duties and functions, or other work requiring the coordination and assignment of staff and services.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.