

**SUPERIOR COURT OF NEW JERSEY
BURLINGTON COUNTY**

JUDE DEL PREORE
Trial Court Administrator

MARLENE WELLS KLANDT
Human Resources Division
Manager



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**HUMAN RESOURCES DIVISION
VACANCY ANNOUNCEMENT**

POSITION TITLE: Court Interpreter (Spanish) OPENING DATE: MARCH 30, 2006
Court Interpreter Band
(Unclassified) CLOSING DATE: APRIL 28, 2006
SALARY RANGE: See Below*

LOCATION: Operations Division ANNOUNCEMENT: 2006-05
POSITION NO.: 075891

DESCRIPTION

This is an exciting and challenging opportunity for an individual who is bilingual in Spanish and English, committed to making a difference, and able to work effectively with all levels of Judiciary staff. Under the general direction of the Court Executive 2B (Operations Division Manager), the court interpreter must be able to interpret in the three modes of interpretation (sight, consecutive, and simultaneous) in court proceedings, quasi-judicial hearings, complementary dispute resolution events, weddings and other court-related events in person or via a telecommunication device. The qualified candidate will also be able to produce translations, in draft or final form, of documents such as official forms, public signs, notices, posters, form letters, and correspondence. Other responsibilities include assisting court employees and others in scheduling interpreting services; collecting and entering data into automated recordkeeping systems; analyzing data; orienting, scheduling, and invoicing contract interpreters; and applying statutes, court rules, case law, or policies for cases. Performs related duties as required.

POSITION WILL BE FILLED AT ONE OF THE FOLLOWING LEVELS.

Court Interpreter 2 – Master Level 3 – Master Employees at this level interpret complex legal proceedings and translate forms, letters and other court-related documents.	\$53,000.00 - \$80,000.00*
Court Interpreter 1 – Journey Level 2 – Journey Employees at this level interpret legal proceedings and translate forms, letters and other court-related documents.	\$50,000.00 - \$71,000.00*

REQUIREMENTS

TESTING: Spoken Language (Spanish): A score of 70% or better in each of the parts of the test administered by the New Jersey Administrative Office of the Courts or an equivalent test by a member of the Consortium for State Court Interpreter Certification; or the court interpreter certification from the Administrative Office of the United States Courts.

NOTE: Prior to translating documents, incumbents must pass the translation test administered by the New Jersey Administrative Office of the Courts. For more information regarding the process for becoming an approved court interpreter, please call (609) 633-8107 or check the website at www.judiciary.state.nj.us/interpreters/index.htm.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

*For current Judiciary employees, salary upon promotion or advancement will be an increase of up to 5% of base salary of the minimum salary of the band/level, whichever is greater. No increase may exceed the maximum of the range for that level within the band. Employees who are hired directly from another branch of New Jersey State Government may be hired at up to 5% above the salary they were being paid in the other branch of government, provided that no employee will have his/her salary set above the maximum salary of the band/level. For newly hired employees, the hiring rate will normally be at the minimum salary of the band/level; however, salary may be set up to 15% above the minimum based upon education and experience.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume, **complete with announcement number and both day and evening telephone numbers** by the closing date to: Andrea Bauer, Trial Court Administrators Office, Rm. 704, P.O. Box 6555, Mt. Holly, NJ 08060, or by e-mail to Andrea.Bauer@judiciary.state.nj.us. If sending via e-mail, please make sure your document is in Word. Please do not duplicate your e-mail response with a mailed response, and please **NO FAXES**.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER