



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT

INTERPRETER – Spanish Option
Examination No. 07-006

- SALARY RANGE:** Approximately \$66,851 - \$75,296 annually
- FILING DEADLINE:** This is a series examination with applications accepted on a continuous basis, until further notice.
- LOCATION:** San Diego Superior Court locations include the Central Division with 4 separate courthouse buildings in downtown San Diego and Juvenile and Traffic Courts in the Kearny Mesa area, East County Division in El Cajon, North County Division in Vista, and South County Division in Chula Vista. There are no positions immediately available.
- JOB SUMMARY:** Interpreters work in a courtroom setting or office environment and have significant contact with judges, court staff, attorneys, and the public. Interpreters provide simultaneous and consecutive interpreting services during court proceedings as parties and witnesses testify or when attorneys present oral arguments and motions. Interpreters may also assist court staff with customer service situations. Interpreters may provide sight translations.
- Interpreters may work full or part-time schedules, and may be assigned to work at one court location on a regular basis or as a floater who is assigned to different courthouse locations based on coverage needs.
- REQUIREMENTS:** **Must** be certified by the Judicial Council of California as a Spanish interpreter at the time of application.
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated in the selection process include the ability to accurately provide simultaneous and consecutive interpreting services in Spanish, establish and maintain effective working relationships with court staff and law enforcement personnel; maintain confidentiality of information and a neutral, non-advocacy role or position when providing interpreting services; and establish rapport with members of the general public, including defendants.
- SELECTION PROCESS:** The existing eligibility list will be replaced as a result of this examination and interested applicants on the existing eligibility list must re-apply if they wish to continue to receive consideration. The eligibility list created as result of this exam will be used to fill future vacancies as they occur.
- Applicants meeting the requirements will be placed on the eligibility list based on the information contained in both the standard employment and supplemental application forms. The top group of qualified candidates will be invited to participate in a selection interview process as vacancies occur.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court employment application, supplemental application form, background investigation form, pre-employment disclosure statement and proof of language certification. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, Post Office Box 122724, San Diego, CA 92112-2724; or through County mail to Mail Stop C-44.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

Personnel Office: The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

Hours of Operation: The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 531-4053. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

Website: Job opportunities are listed on the Superior Court website at: www.sdcourt.ca.gov

The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

Eligible Lists: After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: New employees start at step 2 of the salary range.

Vacation: New employees accrue vacation at a rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the Interpreter classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT
ATTN.: Personnel Division
POST OFFICE BOX 122724
SAN DIEGO, CA 92112-2724
