



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT
INTERPRETER – Spanish Option
Examination No. 09-003

- SALARY RANGE:** \$66,851.20 - \$75,296.00 annually. Upon appointment to Court Service annual salary is set at \$68,910.40.
- FILING DEADLINE:** This is an open series examination and applications are accepted on a continuous basis until further notice. **NOTE:** Qualified candidates on the existing eligibility list (under Examination No. 07-006) **must** reapply to receive further consideration for employment.
- LOCATION:** San Diego Superior Court locations include the Central Division with four separate courthouse buildings in downtown San Diego and the 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 is an immediate opening at the South County Division. In addition, the eligibility list resulting from this examination will be used to fill subsequent vacancies as they occur at any court location.
- 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 with assignments at different courthouse locations based on the Court's coverage needs.
- REQUIREMENTS:** **Must** be certified by the Judicial Council of California as a Spanish interpreter at the time of application. For information regarding the certification process, please contact the Administrative Office of the Courts (AOC) at (866) 310-0689, or go to the AOC website at www.courtinfo.ca.gov/programs/courtinterpreters.
- 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:** 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 the standard Superior Court employment **and** job specific supplemental application forms, background investigation form, and pre-employment disclosure statement. Applications are available at San Diego Superior Court Human Resources office, at 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 450-5222. Completed applications may be submitted in person or mailed to: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128; or via 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 Human Resources of special needs in advance of the examination.

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

Hours of Operation: The Human Resources Office is open to the public, Monday through Friday, from 8:00 AM to 5:00 PM except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The 24-hour job line is (619) 450-5222. The fax number is (619) 450-7158.

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 Human Resources Office must receive all application material by 5:00 PM 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: HUMAN RESOURCES
POST OFFICE BOX 120128
SAN DIEGO, CA 92112-0128
