



JOB ANNOUNCEMENT

INTERMITTENT INTERPRETER
Arabic Option – Examination No. 13-001

- SALARY RATE:** \$35.15 per hour, with a 4 hour minimum guarantee of paid time (provided the Intermittent Interpreter agrees to be available for assignment by the Court for the full half-day session); and paid hourly for each additional hour worked past the 4 hour minimum guarantee.
- FILING DEADLINE:** This is an open series recruitment and applications will be accepted on a continuous basis until further notice.
- LOCATION:** Intermittent Interpreters may be assigned to work in any of the following San Diego Superior Court locations: the Central Division, with four courthouses in downtown San Diego, as well as the Juvenile and Traffic Courts in the Kearny Mesa area; the East County Division in El Cajon; the North County Division in Vista; and the South County Division in Chula Vista.
- 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 interpreting needs during customer service situations. Interpreters may provide sight translations.
- Intermittent Interpreters are court employees who are scheduled to work on an as-needed basis with no limitations on the amount of work they may accept or reject within a calendar year. Intermittent Interpreters may be assigned to work at any court location based on the daily needs of the court to provide interpreting services in Arabic but do not have a set work schedule. Intermittent interpreters are eligible for Social Security and Workers' Compensation coverage.
- REQUIREMENTS:** At the time of application, **must** possess a valid and current certification in Arabic as issued by the Judicial Council of California. For information about becoming a certified interpreter, please contact the Administrative Office of the Courts (AOC) at (866) 310-0689, or go to the AOC website at www.courts.ca.gov/programs-interpreters.htm.
- 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 Arabic; 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.
- HOW TO APPLY:** Applicants **must** submit proof of certification in Arabic as issued by the Judicial Council of California at the time of application **and** complete and submit the San Diego Superior Court employment application, a Supplemental Application Form, a background investigation form and a pre-employment disclosure statement. Application materials are available at San Diego Superior Court Human Resources, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; in the Employment section of the San Diego Superior Court website at www.sdcourt.ca.gov; or by emailing courthr@sdcourt.ca.gov. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128; 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: San Diego 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 San Diego Superior Court Human Resources of special needs in advance of the examination.

Human Resources Office: The San Diego 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 San Diego Superior Court Human Resources 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: 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 fax number is (619) 450-7158.

Website: Job opportunities are listed on the San Diego 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 San Diego Superior Court Human Resources Office must receive all application materials by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks 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: San Diego 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: Employees are paid a flat hourly rate

SAN DIEGO SUPERIOR COURT
ATTN: HUMAN RESOURCES
POST OFFICE BOX 120128
SAN DIEGO, CA 92112-0128