

Managing Court Interpreter - Denver County Court

About Our Job

Application Process: We encourage you to apply as soon as possible because this posting may close without notice.

The Denver County Court (DCC) is seeking a Managing Court Interpreter.

The DCC

The mission of Denver County Court is to administer justice fairly, efficiently, and effectively; provide excellent customer service, and foster a positive environment where employees enjoy their work. The City and County of Denver's third branch of government is comprised of 19 judges, 3 full-time magistrates, and 300 staff members to serve judicial needs for civil, small claims, traffic, municipal, and criminal cases occurring within our great City. The Denver County Court proudly serves the community and continually seeks ways to provide greater access to the public.

The Position

If you would like to be a part of a positive, dynamic, collaborative atmosphere in which your legal interpreting expertise will be used and appreciated, this could be the office for you. With language access as our focus, this three-person office openly welcomes hundreds of independent contractors annually to meet the needs of Colorado's busiest County Court. By providing professional interpretation, collaborating on projects, and completing daily administrative tasks, our ideal candidate will effectively become part of a bigger team here at DCC!

The Job

In order to ensure everyone has access to justice, the Managing Court Interpreter is responsible for ensuring spoken language interpretation services are provided to all eligible persons who have business before the Court. Such interpretation may occur in person, remotely via a video platform, or telephonically.

You can expect to:

- Manage the Court's language interpretation and translation services provided by full-time and independent contract interpreters.
 - Review and process invoices for payment of contract interpreter services.
 - Act as liaison between judicial officers and the Interpreter's Office.
 - Provide leadership to employees and contractors by supervising, scheduling, interviewing, hiring, training, contracting, coordinating, and assigning work.
 - Address and manage escalated concerns and complaints regarding language services.

- Provide and/or schedule interpretation services fluently in court proceedings, trials, mediations, hearings, etc. for cases where languages other than English are spoken, both in person and remotely via various virtual platforms.
- Provide interpretation services for parties to a case, attorneys, court personnel, judicial officers, jury members, victims, witnesses, and observers.
- Understand and adhere to Chief Justice Directive 06-03, the Colorado Code of Ethics for Interpreters; as well as the Code of Ethics for the City and County of Denver, and the Code of Ethics for the Denver County Court.

Perks

- Fully benefited position including a generous paid time off and total compensation package.
- 12 paid holidays per year
- DERP (Denver Employee Retirement Plan)– Guaranteed lifetime pension benefit
- Denver Recreation Center Membership \$150
- Most diverse bench in the State of Colorado
- Free pet adoption
- Collaborative work environment

About You

Our preferred candidates will have:

- Supervisory experience or experience managing an office
- Excellent written and oral communication skills
- Team building skills
- Experience with the Office 365 Suite, and specifically Microsoft Excel and Microsoft Word

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

- Education requirement: Bachelor's Degree in a related field with a major or minor in secondary language.
- Experience Requirement: Three (3) years of experience working in a professional capacity as an interpreter.
- Education/Experience Equivalency: One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
- Additional appropriate education may be substituted for the minimum experience requirements.
- License/Certifications: Possession of a Colorado Certified Interpreter Credential or hold a Federal Interpreter Certification Credential or a credential that meets the established standards of the State of Colorado, at time of application.

- Licenses and certifications must be kept current as a condition of employment

Application Link & Benefits Information

Please **apply** on our direct link –

https://denver.wd1.myworkdayjobs.com/CCD-denver-denvergov-CSC_Jobs-Civil_service_jobs-Police_Jobs-Fire_Jobs/job/Downtown-Denver/Managing-Court-Interpreter---Denver-County-Court_R0057075

Benefits Information

- [Why Work Here](#)
- [Take Care of Yourself and Your Family](#)
- [Employee Pension Plan](#)

About Everything Else

Job Profile

CA2544 Court Interpreter Administrator

Position Type

Unlimited – Full Time

Position Salary Range

\$54,699.00 - \$90,253.00

Starting Pay

Based on education and experience

Agency

Denver County Court

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

For information about right to work, click [here](#) for English or [here](#) for Spanish.