



SAN BERNARDINO SUPERIOR COURT
invites applications for the position of:
INTERPRETER (Mandarin)

An Equal Opportunity Employer

SALARY: \$40.69 - \$45.83 Hourly
\$3,255.47 - \$3,666.75 Biweekly
\$7,053.52 - \$7,944.63 Monthly
\$84,642.27 - \$95,335.55 Annually

OPENING DATE: 01/20/23

CLOSING DATE: 02/13/23 11:59 PM

DESCRIPTION:

The Superior Court of California, County of San Bernardino is seeking **certified Interpreters in Mandarin**. The Court is creating this position and will require that the interpreter hired accept certain defined cross assignments as directed by the Court.

Salary Updates

- Effective October 2023, a 4% COLA increase
- Effective October 2024, a 3% COLA increase

Benefit Highlights

CALIFORNIA FEDERATION OF INTERPRETERS, LOCAL 39000 (CFI)

BENEFITS & RETIREMENT

The court is committed to offering benefit plans that provide employees options to choose their appropriate level of coverage and to help manage their wellness and retirement needs. Retirement reciprocity is available with an eligible California Public Sector retirement plans that operate under the County Employee's Retirement Law of 1937 (1937 Act) through San Bernardino County Employees' Retirement Association (SBCERA).



HEALTH BENEFITS

- Medical, dental & vision coverage options for you & your family
- Flexible benefits subsidies & \$200.00 bi-weekly
- Flexible Spending Account (FSA) - Health Care



RETIREMENT

- Generous pension & survivor protection
- Retirement reciprocity
- 457(b) options



PAID TIME OFF

- Up to four (4) weeks vacation annually
- Fifty (50) hours administrative leave annually
- Fourteen (14) paid holidays annually, plus (2) floating holidays



ADDITIONAL

- Flexible work schedule
- Education/ membership reimbursement
- \$35,000 employer paid Term Life Insurance
- Other voluntary benefit options available

FOR A DESCRIPTION OF ALL BENEFITS OFFERED, SELECT THE BENEFITS TAB TO REVIEW.

About the Position

Performs a wide variety of language interpretation activities on an assigned and as-needed basis for the Superior Courts of California and for parties to proceedings, including witnesses,

defendants, attorneys, other court personnel, and the public.

Distinguishing Characteristics

This is a single-level classification. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. Employees in this classification also perform sight translation (reading written texts and giving an oral translation of the text) as needed.

For full job details, view the [job description](#).

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

1. Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
2. Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
3. Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
4. Notifies the court of any issues or situations that may impede the interpreters' performance.
5. Researches and understands terminology used in court and functions of the court which may include but not limited to legal, technological, scientific, and/or medical terminology.
6. Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.
7. Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

MINIMUM QUALIFICATIONS:

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

- Possess and maintain a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or
- Registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

Resumes will not be accepted in lieu of the required application and supplemental application.

Human Resources will review applications to identify candidates who meet the minimum qualifications, therefore, it is to your benefit to include all pertinent work experience. When listing court experience, please include dates and classification of each position held, if more than one.

Selection Process

1. Applications will be reviewed to identify candidates who meet the minimum qualifications for this position.
2. Candidates' supplemental question responses may be evaluated and ranked. Depending on the number of applications, assessments and/or screening interviews may be conducted.
3. Candidates who are successful in step 2 will be placed on the eligible list and may be considered for an interview. *Placement on the eligible list does not guarantee an interview or employment.*

All candidates will be notified via email of their status at each step of the process. Additional steps in the selection process may include a background check and reference check.

Reasonable Accommodations

The Superior Court of California, County of San Bernardino is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department at (909) 521-3700 or via email at HR@sb-court.org. Individuals with hearing and/or speech impairments may also contact the recruiter for the position through the use of the California Relay Service by dialing 711.

PHYSICAL CHARACTERISTICS:

The physical and mental demands described in the [job description](#) are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sb-court.org/careers>

Job #22-070
INTERPRETER (MANDARIN)
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OUR OFFICE IS LOCATED AT:
247 W. Third St., First Floor
San Bernardino, CA 92415-0312
909-521-3700
HR@sb-court.org

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INTERPRETER (Mandarin) Supplemental Questionnaire

- * 1. Please provide the date you first received your Certification as an Interpreter for Mandarin by the Judicial Council of California.

- * 2. Please provide the name and dates for all courts you have acted as an interpreter.

- * 3. Please describe the types of cases or situations you have had experience in interpreting. Please provide the name of the court and the date this service was provided.

- * 4. CERTIFICATION by the JUDICIAL COUNCIL: Upload a copy of your Judicial Council Certificate. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.
 - I uploaded a copy of my certification to my application.
 - I am not certified by the Judicial Council.

- * Required Question