

# Court Language Access Services Program Director

## Salem, OR | Full Time | REQ-147648

**Apply Here:**

[https://oregon.wd5.myworkdayjobs.com/en-US/SOR\\_External\\_Career\\_Site/job/Salem--Judicial--Robertson-Building/Court-Language-Access-Services-Program-Director\\_REQ-147648](https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Salem--Judicial--Robertson-Building/Court-Language-Access-Services-Program-Director_REQ-147648)

**Initial Posting Date:**

02/05/2024

**Application Deadline:**

03/15/2024

**Agency:**

Judicial Department

**Salary Range:**

\$10,001 - \$15,516

**Position Type:**

Employee

**Position Title:**

Court Language Access Services Program Director

**Job Description:**

**Interviews:** will be scheduled within two weeks after application deadline.

**Who We Are**

[Court Language Access Services](#) (CLAS) is part of the [Office of the State Court Administrator](#) (OSCA) at the Oregon Judicial Department (OJD). CLAS increases access to the courts and their services by eliminating language barriers and increasing education by credentialing court interpreters, providing professional development opportunities, identifying language needs and developing Language Access Plans, providing interpreters for court customers and case parties, translating courthouse signs, forms, and vital documents, and providing training on language access. We provide support to each circuit court in the state, as well as the Tax Court and the Citizen Review Board.

We are committed to building a diverse, inclusive team and encourage candidates of all backgrounds to apply. We consider relevant work, lived experience, and education, plus any transferable skills and abilities that may meet our qualifications or the skills and attributes we need for this position. We welcome all candidates who are inspired by [our work and mission](#).

**Benefits to you**

- We pay 95% to 99% of medical insurance premiums for full-time employees, including mental health coverage.
- The annual salary for this position is \$120,012 - \$186,192.
- 10 paid holidays, 2 floating holidays, 3 personal business days, separate sick and vacation paid leaves (prorated for part-time employees), and other employee benefits such as optional insurances and flexible spending plans.
- OJD will pay you a 5% allowance for bilingual skills (includes ASL) if you can pass a skills test and are assigned to use those skills on the job.
- Salary offers are made with consideration of the candidate's education and experience.

### **Position Highlights**

We are recruiting for an experienced, creative leader with strong project management skills to be our next Court Language Access Services Program Director. In this dynamic role, you will develop strategy and provide leadership for our language access, administrative, personnel, strategic, and fiscal activities.

Oregon's language access program is recognized as a national model, and we need a leader who will continue to innovate and guide this program. Language access is critical to OJD's mission of providing fair and accessible justice to court customers who have limited English proficiency. Last year, we received more than 42,000 requests for 120 different languages; the most frequently requested languages were Spanish, Chuukese, ASL, Russian, Arabic, Vietnamese, Cantonese, Mandarin, Mam, and Somali.

Strong communication skills and emotional intelligence will help you lead a high-functioning, multi-lingual, and creative team of professionals. We seek someone who fosters teamwork, cooperation, and coordination among staff, who values coaching and developing, and who is an attentive and active listener who not only leads by example but finds creative ways to ensure that their team feels valued and respected.

Collaboration is a key part of this role. As an active and contributing member of the State Court Administrator's management team, you will provide guidance to leadership regarding language access services, best practices, laws, rules, policies, and procedures. You will promote equity, diversity, and inclusion, as well as administer training and development plans for our organization that align with our strategic plan, including facilitating statewide training on language access services and bilingual employee orientation. Working closely with judges, trial court administrators, and OSCA staff, you will develop program and statewide strategic initiatives and track performance measures to achieve objectives. You will present information about language access initiatives, services, and plans to audiences of various sizes, and you will represent our organization on various committees related to language access issues (e.g., diversity or court access issues, education, and the future of the courts). Partnering with the National Center for State Courts' Language Access Services Section and your counterparts in other states, you will identify and track shared goals, emerging issues, standards, and best practices.

You will develop and maintain an extensive understanding of federal and state laws and policies that affect language access in court systems and will develop OJD rules and policies to accommodate changes in federal and state laws. To accomplish this, you will review and monitor proposed legislation, as well as ensure OJD's compliance with the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, state laws, and the [OJD Language Access Plan](#).

Assigned tasks may be changed to accommodate workload and organizational needs.

### **Instructions for Cover Letter and Work History/Resume**

Your cover letter and work history/resume should demonstrate how you meet the Minimum Qualifications, the Special Qualifications, and the Requested Skills and Attributes, which are listed below.

#### **Cover Letter**

- Attach your cover letter (not to exceed two pages) in the Resume / Cover Letter section of the application. Your cover letter and filename should include your name.
- In the body of your cover letter, please include responses to all Requested Skills and Attributes listed below.
- Address the cover letter "To the Hiring Manager."
- Do not use a generic cover letter; please personalize your cover letter for this position. We read every letter.
- Prepare your cover letter before starting your Workday application.

#### **Work History/Resume**

- Attach your updated resume in the Resume / Cover Letter section of the application. Your resume and filename should include your name.  
OR
- Complete the Job History/Work Experience portion of your Workday profile if you are not using an updated resume.

Failure to follow these instructions may result in rejection of your application. All application materials will be evaluated for consistency of information, and your letter will be evaluated for grammar, spelling, punctuation, and language use in addition to demonstrated experience.

#### **Minimum Qualifications**

(These must be evident in your resume or work history.)

The qualified candidate must have a bachelor's degree from an accredited college or university in linguistics, English, public or business administration, social sciences, management, interpreting and translation, or a related field.

AND

At least 4 years' experience in program management, public administration, social

services, communications, or a closely related field, of which 2 years must have been in court interpreting administration or coordination.

OR

Any combination of [education and experience](#) equivalent to 8 years of experience that typically supports the knowledge, skills, and abilities for the position.

### **Special Qualifications**

(These must be verifiable.)

You must have a valid driver's license and an acceptable driving record or be able to provide an acceptable alternative means of transportation.

### **Requested Skills and Attributes**

(These must be addressed in your cover letter.)

- Experience communicating clearly and effectively, both orally and in writing, with a variety of audiences.
- Experience managing large-scale projects or programs that impact multiple units within an organization.
- Experience creating, communicating, developing, and managing short- and long-range goals, and objectives.
- Experience analyzing data, using data to guide decision-making, and using data to improve program or project outcomes.
- Experience identifying policy issues that impact external stakeholders, community partners, and other public or private agencies.
- Experience identifying and tracking laws and plans that impact an organization and developing or revising internal policies to align.
- Experience supervising a team: selecting, developing, training, guiding, motivating, and evaluating staff.
- Experience managing and mediating conflict among groups with disparate viewpoints.
- Experience with equity, diversity, and inclusion as leading concepts to accomplish goals.

### **Working Conditions**

- This is a full-time position, and the work schedule is typically 8:00 a.m. to 5:00 p.m., Monday through Friday; frequent irregular hours, including early mornings, evenings, and weekends, will be required.
- This position is FLSA-exempt and ineligible for overtime compensation for hours worked in excess of 40 per work week; overtime work will be required.
- Our office is in Salem, Oregon. Remote work may be available for this position. All remote work assignments begin, end, or change only with administrative authority approval.
- Regular in-state and overnight travel is required, sometimes in inclement weather. The person in this position may use a state vehicle to conduct business.
- Frequent contact and communication with people from diverse cultural, educational, and socioeconomic backgrounds.

- Daily management of a time-sensitive workload and projects with conflicting requirements, priorities, and deadlines.
- Long periods of sitting or standing at a computer.
- Regular use of the following: telephone with optional headset, OJD-assigned computer with multiple monitors, mobile devices, video recording, instant messaging, email, copy machine, fax machine, and scanner.

### **ADDITIONAL INFORMATION**

#### **Criminal Background Check**

You will be subject to a criminal background check if you are a finalist. Adverse results are evaluated on a case-by-case basis and may result in disqualification if the circumstances are directly related to the duties and responsibilities of the position.

#### **Reference Checks**

By submitting your application to OJD, you consent to reference checks about your qualifications, your workplace performance, and your work product.

#### **United States Employment Eligibility**

OJD does not offer visa sponsorships. Within three days of hire, you will be required to complete the U.S. Department of Homeland Security's [I-9 form](#) confirming authorization to work in the United States. OJD will use E-Verify to confirm that you are authorized to work in the United States.

#### **Future Vacancies**

Apply now if you are interested in this or future vacancies. This job announcement may be used to fill future vacancies in this class of work.

#### **Veterans' Preference**

Eligible veterans who meet the qualifications will be given preference in the recruitment process. To receive preference, veterans must attach the appropriate documentation after they receive an email in their Workday inbox requesting the information to verify eligibility. The action item, asking veterans to attach their documentation, will arrive after they have submitted their initial application materials. Visit the Oregon job opportunities [Veterans web page](#) for additional details, information, and resources.

#### **Conduct Expectations**

Because of OJD's role in providing justice and upholding the rule of law, employees of the department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the department. As an employee, you will be expected to preserve the confidentiality of information received in the course of OJD employment.

#### **Pay Equity**

As an employer, OJD complies with Oregon's pay equity law. Salary offers are made with consideration of the candidate's education and experience. For more information

on pay equity, [click here](#).

### **Employee Benefits**

[Click here](#) to access information specific to OJD employee benefits.

### **Public Service Loan Forgiveness**

OJD is an eligible employer for the Public Service Loan Forgiveness program. To learn more about this program, and how to qualify, please [click here](#).

### **Questions and Support**

- If you require an alternate format to complete the application process, call 503-986-5930, or TTY: Oregon Relay Service 711 for the hearing impaired. Be prepared to describe the alternate format needed.
- Workday related information and resources are available [here](#).
- For questions about a specific OJD job posting, call 503-986-5930.

**The Oregon Judicial Department embraces equal opportunity and affirmative action. We are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.**