STATE OF RHODE ISLAND
invites applications for the position of:

COURT INTERPRETER - SEASONAL (SPANISH)

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Traffic Tribunal
OPENING DATE:	08/12/16
CLOSING DATE:	08/21/16 11:59 PM
SALARY:	$22.59 - $22.59 Hourly
PAY GRADE:	0273 H
JOB TYPE:	Non-Union (Judiciary) (111)
NAME OF BARGAINING UNIT UNION:	Non-Union (Judiciary) (111)
LOCATION:	Cranston and Wakefield
SCHEDULED WORK DAYS: HOURS OF WORK	15 Hours Per Week; Monday - Friday
WORK WEEK:	Part-Time
RESTRICTIONS/LIMITATIONS:	Pending Availability of Funds
ASSIGNMENT(S)/COMMENTS:	No Benefits
JOB NUMBER:	2740-10000-871, 909

CLASS DEFINITION:

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide simultaneous, consecutive, and sight interpretation for defendants, witnesses, and victims in court and for persons seeking assistance in the courts with the filing of petitions and the completion of forms. To translate official, technical, medical and legal documents, certificates, letters, and other written material and tape recordings or video recordings into English or Spanish. To participate in required professional development and training as may be assigned by the Coordinator of Interpreting Services for the Judiciary. To perform any and all other duties as assigned by the Rhode Island Traffic Tribunal Administrator and/or his or her designee including but not limited to general office duties, assistance with information requests via the telephone or in person, courier services, scanning, data entry, or filing. Travel is required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

High School Diploma required; Bachelor's Degree from an accredited college or university preferred, plus a minimum of three (3) years' experience in Spanish/English interpretation and translation; successful completion of a recognized bilingual judicial court interpreting and translation program or an equivalent combination of education and experience. Candidates must be deemed to be certified or qualified to interpret in court procedures as detailed in the RI Judiciary's Language Access Plan.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.apply.ri.gov

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COURT INTERPRETER - SEASONAL (SPANISH)
MC

One Capitol Hill
Providence, RI 02908

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