



The Superior Court of California, County of Sutter

Applications are being accepted for:

Court Interpreter – Punjabi (2-16) (Pro Tempore)

Application Deadline: Open until filled

Starting Salary: \$34.46 to \$40.56 per hour

The Superior Court of California, County of Sutter is seeking a highly motivated and professional individual to perform the duties of a Certified Court Interpreter on an assigned and as needed basis.

Work is performed in the courtroom and related court facilities encompassing a wide variety of language interpretation activities and for parties to proceedings, including witnesses, defendants, attorneys, judges, other court personnel, and the public. Employees in this classification also perform sight translation (reading written texts and giving an oral translation of text) as needed.

HOW TO APPLY

Applications are available online at www.suttercourts.com or Courthouse Administration Office – Room 200, 1175 Civic Center Blvd., Yuba City, 8:30 a.m. to 4:30 p.m. or call Human Resources (530) 822-3302.

The following documents are required:

1. A thoroughly completed and signed Sutter Superior Court employment application
2. A current résumé
3. A copy of your Certified Court Interpreter Certificate (See Special Requirements and Conditions of Employment).

Submit application packet to:

**Superior Court of California, County of Sutter
Human Resources – Room 200
1175 Civic Center Blvd.
Yuba City, CA 95993**

Essential Functions:

- 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.
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- 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.
- 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.

Special Requirements and Conditions of Employment:

- Possession of 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.
- A valid Class "C" driver's license, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions is required.
- Stamina to sit and/or stand and concentrate for extended periods; corrected hearing and vision to normal range.
- **A copy of the “Certified Court Interpreter” Certificate must be submitted with the official application.**

Salary and Benefits:

- Salary: \$275 (\$34.46 hour) per 8-hour day; \$152 (\$38.24 hour) per 4-hour day.
- Holidays: One full day holiday pay, up to a maximum of 9 days/fiscal year for each 20 full workdays.

Pre-Employment Policies

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment medical review/examination, and alcohol and drug screening, background and reference check.

THE SUTTER SUPERIOR COURT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, ANCESTRY, PHYSICAL, OR MENTAL DISABILITY, MEDICAL CONDITION OR MARITAL STATUS. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, THE COURT WILL ENGAGE IN AN INTERACTIVE PROCESS TO PROVIDE REASONABLE ACCOMMODATION TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU REQUIRE AN ACCOMMODATION, PLEASE NOTIFY HUMAN RESOURCES, (530) 822-3302.