

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: LANGUAGE ASSISTANCE PROGRAM MANAGER
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: / X / Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E 1 2 = 230 (PS) D 3 (33) = 76 (AC) E 1 C = 87
TOTAL POINTS: 393 PAY GRADE: N
DATE ESTABLISHED: Revised March 20, 2013 PREPARED BY: Human Resources Staff

CONCURRED: 
HR ADMINISTRATOR

APPROVED: 
ADMINISTRATOR OF THE COURTS

NATURE OF WORK

Manages, administers and oversees the Judiciary's Language Assistance Program (LAP) under the general supervision of the Clerk of Court. This is complex technical work that involves planning, developing, monitoring, training and certification of the Court Interpreter Registry.

ILLUSTRATIVE DUTIES: (The following duties are illustrative and not exhaustive. The omission of specific statement of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.)

Develops and makes recommendations for future development of language access services to Limited English proficient (LEP) and Deaf and Hard of Hearing (DHH) persons who come in contact with the Judiciary of Guam court system under the Court Interpreter Registry Program (CIRP), or other programs as may be adopted by the Judicial Council.

Oversees language access services to Limited English proficient (LEP) and Deaf and Hard of Hearing (DHH) persons who come in contact with the Judiciary of Guam court system through coordinating with judicial officers, court administrators, community organizations, and law enforcement agencies.

Coordinates interpreter assignments in criminal proceedings and civil proceedings.

Coordinates interpreter assignments in criminal proceedings for assistance to Limited English proficient (LEP) and Deaf and Hard of Hearing (DHH) persons with their court appointed defense counsel.

Develops, reviews, revises and updates training material and standards to implement court interpreter training.

Coordinates, arranges, provides for and schedules regular training for court interpreters to become certified/registered, or maintain certification/registration in the Program.

Language Assistance Program Manager
Page 2

Develops and recommends rules of procedure, code of conduct, Rules of Court, standard operating procedures, including procedures for qualifications, training, testing, examination, compensation, and disciplinary procedures.

Develops, reviews, revises, updates and implements existing standard operating procedure for the Court Interpreter Registry Program (hereinafter the "Program").

Designs, coordinates and conducts evaluation training programs for enhancing professional skills of existing court interpreters and orientation program for new court interpreters.

Coordinates, arranges, provides for and schedules regular training for court personnel involved in the Program.

Develops project-specific curriculum, teaches, trains and instructs in the latest standards for court interpreter training.

Keeps abreast of developments and changes in local and federal laws, regulations relative to Language Assistance Programs.

May perform court interpreter services where needed if fluent in source language.

Performs related office duties, such as inputting data from daily reports into the computer and participating in orientation, presentations, and workshops for prospective interpreters.

Develops and maintains a data collection system for court interpreting services; produces Program reports.

Assists in researching and applying for federal grants for courtroom interpretation under the supervision of the Court Programs Office.

Consults with the Financial Management Division staff in verifying voucher submissions for payments to court interpreters.

Maintains master list of all certified/registered court interpreters. Updates all vital information on registered court interpreters such as mailing address, phone number, etc.; provides periodic updated listing of registered court interpreters to Judge's chambers and Clerk's office; Responds to LEP/DHH complaints and resolves accordingly.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public administration.

Language Assistance Program Coordinator
Page 3

Knowledge of courtroom practices, procedure, decorum and legal terminology.

Ability to develop, organize, coordinate, and implement program functions and processes.

Ability to evaluate program outcomes and recommend changes to improve efficiency and effectiveness.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures relative to managing the Judiciary's Language Assistance Program.

Ability to ensure proper allocation and distribution of interpreter/translation services for all persons seeking language assistance.

Ability to work closely with Court Interpreters, courtroom staff, judges and other court staff.

Skill in coordinating court interpreters according to case management schedule.

EDUCATION AND TRAINING:

- A. Graduation from an accredited college or university with a bachelor's degree, and at least 4 years of experience in planning, developing, coordinating or implementing programs or projects working within the legal field, community, or court organization; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

(This class standard was approved by the Judicial Council during their 3/21/13 meeting)

