BEFORE THE 2012 JUDICIAL COUNCIL OF GUAM
RESOLUTION NO. JC12-006

RELATIVE TO APPROVING THE CREATION OF A NEW POSITION OF COURT INTERPRETER

WHEREAS, the Judiciary was the recipient of a Grant creating a DWI Court, as recommended by the Judicial Council in JC Resolution 10-027, and as created in Supreme Court of Guam Promulgation Order PRM10-004-001; and

WHEREAS, one of the components of the new DWI Court was to hire a Court Interpreter, as presented in the Grant Application Package; and

WHEREAS, it has become apparent throughout the grant that the position of Court Interpreter is necessary for all court processes, not just the DWI Court, and that a full-time Judiciary Court Interpreter is needed; and

WHEREAS, a job descriptions for the position of Court Interpreter has been created, and is attached hereto as Exhibit A, and such position will be filled by the Human Resources Division of the Judiciary as an unclassified position; and

WHEREAS, at this time, the position of Court Interpreter is fully federally funded under the DWI Court for the coming fiscal year; and

NOW, THEREFORE, BE IT RESOLVED, that the position of Court Interpreter for the Judiciary of Guam is hereby created.

DULY ADOPTED this 19th day of April, 2012 at a duly noticed meeting of the Judicial Council of Guam.

F. PHILIP CARBULLIDO, Chairman

Date: 4/25/12

ATTEST:

POPING CEPEDA, Secretary

Date: 4/25/12

EXHIBIT A

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD

POSITION TITLE: COURT INTERPRETER
POSITION STATUS: [ ] Classified [X] Unclassified [ ] P/T [X] F/T
FLSA CATEGORY: / X / Exempt **EEO CATEGORY:** Technician
HAY POINTS: (KH) E I 2 = 200 (PS) D 3 (33) = 66 (AC) D 2 C = 76
TOTAL HAY POINTS: 342 **PAY GRADE:** M
DATE ESTABLISHED: April 18, 2012 **PREPARED BY:** Human Resources Staff
Adopted by JC Res.# 12-006, 4/19/12

CONCURRED: _____ **HR ADMINISTRATOR**

APPROVED: _____ **ADMINISTRATOR OF THE COURTS**

MAJOR FUNCTION:

Perform duties of court interpreter in courtroom proceedings, translation of court documents, and assistance to court personnel in assisting non- and limited-English speaking persons. Duties include coordinating interpreting and translation requirements among the various courtrooms, divisions, and attorney offices. Duties are performed under the general supervision of the Clerk of Court. Coordinate all the needs of the Judiciary for translation, interpretation and foreign language assistance, to include sign language interpreter services for persons with speech and/or hearing impairments.

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.)

Provides language interpretation for non- and limited English speaking constituents of the court in any and all judicial proceedings or hearing; orally interprets word for word.

Provides simultaneous and/or consecutive interpreting and sight translation.

Provides interpreting in attorney-client meetings. Work with lawyers, witnesses and defendants.

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

Assists with maintaining files and data of interpretations or translations provided to the court.

Assists in researching and applying for federal grants for courtroom interpretations.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Ability to communicate clearly, both orally and in writing, in English and bilingual in at least one other language.

Ability to read, write and speak English, and interpret and translate (orally and in writing) in the target language.

Ability to interpret in simultaneous and consecutive modes.

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

Knowledge and compliance with the Professional Code of Responsibility for Court Interpreters.

Native or near native knowledge of English and the working language.

Skill in the use of a computer and program applications.

EDUCATION AND TRAINING:

A. Graduation from an accredited college or university with a bachelor's degree, plus one year of courtroom interpreting, and must have attended an interpreter training on Guam; or

B. Graduation from an accredited college or university with an associate's degree, plus two years and six months of courtroom interpreting, and must have attended interpreter training.

NECESSARY SPECIAL QUALIFICATIONS:

1. Applicant must be able to provide effective, accurate and impartial translation both receptively and expressively in English and at least one other language. Must be fluent in English and at least on one other language.

2. Must have attended a Court Interpreter training.

3. Must have a valid Guam driver's license.