BEFORE THE 2016 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC16-001

RELATIVE TO CREATING THE POSITION OF LANGUAGE ASSISTANCE TECHNICIAN AND RETITLING THE POSITION OF COURT INTERPRETER TO LANGUAGE ASSISTANCE SPECIALIST

WHEREAS, the Judiciary's 2012-2015 Strategic Plan: Our Way Forward recognized the importance of providing language assistance to court patrons and clients; and

WHEREAS, while the Strategic Plan has concluded, the Judiciary continues to work to improve its accessibility; and

WHEREAS, the Administrator of the Courts, in a request submitted to the Judicial Council on January 22, 2016, formally requested that the position of Language Assistance Technician be created; and

WHEREAS, the Administrator of the Courts additionally asked that the current position of Court Interpreter be retitled and designated as Language Assistance Specialist; and

WHEREAS, the provisions of 4 GCA §6303 require that the position description for the requested position of Language Assistance Technician be posted to the Judiciary's website.

NOW, THEREFORE, BE IT RESOLVED, that the position of LANGUAGE ASSISTANCE TECHNICIAN is hereby APPROVED as a position at the Judiciary of Guam, which duties are reflected in the job description shown in attached Exhibit A.

BE IT FURTHER RESOLVED, that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

BE IT FURTHER RESOLVED, that the position Court Interpreter is retitled and designated as Language Assistance Specialist.

DULY ADOPTED this 25th day of January, 2016 at a duly noticed meeting of the Judicial Council of Guam.

ROBERT J. TORRES, Chairman

Dated: 1-26-16

ATTEST:

JOANNA S. McDONALD, Secretary

Dated: 1-26-16

EXHIBIT A

JUDICIARY OF GUAM
JOB STANDARD

CLASSIFICATION TITLE: **LANGUAGE ASSISTANCE TECHNICIAN**	
CLASS STATUS: [ ] Classified [X] Unclassified [ ] P/T [X] F/T	
FLSA CATEGORY: Non-Exempt	EEO CATEGORY: Technician
HAY POINTS: (KH) D 12 = 132 (PS) C 3 (25) = 33 (AC) C 1 C = 38	
TOTAL HAY POINTS: 203	GPP/Pay Grade: I
DATE ESTABLISHED: July 2015	Prepared By: Human Resources
REVIEWED BY:_____ HR Administrator	APPROVED BY: _____ Administrator of the Courts

SUMMARY OF CLASSIFICATION:
An employee of this class performs language interpreter services or translation duties for various types of legal matters and settings. This will include but is not limited to court room testimonies, jails, hearings, court rulings, lawyers' arguments, pleas, interviews and other proceedings as ordered by the court. Court Interpreters serve as officers of the Court and their duties and responsibilities are guided by the Judiciary's Code of Professional Conduct for Court Interpreters. This job standard is also intended to include sign language interpreter services for persons with speech and/or hearing impairments.

An incumbent of this class receives general supervision from the Judiciary's Language Assistance Program Manager and is expected to perform day-to-day activities independently within established guidelines and proper protocol.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be logically assigned to the position.)

- Provides language interpretation for non or limited English speaking constituents of the court in any judicial proceeding.
- Provides simultaneous and/or consecutive interpreting and sight translation.
- Translates languages at meetings such as attorney-client meetings and/or interviews, hearings, arraignments, depositions, and trials.
- Interprets both legal terminology and vernacular language.
- Utilizes the Judiciary's automated system to receive and submit assignments electronically.

- Interpreting services may also be performed by telephone, video conferencing and other internet-based technologies.

- Maintains and provides statistical data as required for monthly, quarterly or annual reports.

- Performs other related duties as required.

REQUIRED KNOWLEDGE, ABILITIES :
Ability to communicate clearly and effectively, both orally and in writing, in English and bilingual in at least one other language.

Ability to read, write and speak the English language, 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 Judiciary's Professional Code of Responsibility for Interpreters.

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

Skill in the use of a computer and program applications.

QUALIFYING TRAINING AND EXPERIENCE: *(Any equivalent combination of training and experience which demonstrates the required knowledge and abilities is qualifying.)*

Education: Thirty (30) general education semester hours towards an Associate's Degree from a recognized college or university. Completed semester hours must include credit bearing English courses.

Experience: One (1) year of experience as an interpreter or translator.

Any other national, state, court or federal court **certification** as a Court Interpreter may be accepted in lieu of the above requirements.

PHYSICAL/MENTAL JOB DEMANDS: *(The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification).*

Mobility: frequent sitting for long periods of time in a courtroom or other designated work place;

Lifting: occasionally lift objects and furniture as needed

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

Dexterity: frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.