

**18<sup>th</sup> Judicial Circuit Court, Wheaton, Illinois  
Job Opportunity**

*Applications accepted until position is filled*

<b>Job Title:</b>	Court Interpreter (Spanish)
<b>Department:</b>	18 <sup>th</sup> Judicial Circuit Court
<b>Location:</b>	505 N. County Farm Road, Wheaton, IL
<b>Schedule:</b>	Part-Time: 20-29 hours/week, including Saturday and Sunday mornings
<b>Salary:</b>	\$23.00-\$26.00/hour. There is (1) part-time position open at this time.
<b>Contact:</b>	<a href="mailto:CourtHR@18thjudicial.org">CourtHR@18thjudicial.org</a>

**The responsibilities of this position include:**

- Interprets from and into English and Spanish language in real-time during court proceedings and other court related activities.
- Coverts written words from and into English and Spanish.
- Follows ethical codes that protect the confidentiality of information.
- Participates in studies and training activities to develop and maintain interpreting skills.
- Communicates with Spanish speaking individuals, in the office and by telephone, providing information and ensuring the information is understood.
- Completes any other relevant assignments as directed.
- Maintains professional appearance and demeanor.
- Keeps regular attendance and punctuality.
- Other duties as assigned.

**Requirements for this position include:**

- **Must be an Illinois “Registered” Spanish Interpreter in the process of obtaining AOIC “Certified” status within one year of employment.**
- Strong communication skills in Spanish, both verbal and written.
- Knowledge of cultural references, including colloquialisms and slang with language context.
- Familiar with court interpretation protocol and techniques.
- Knowledge of procedures and legal terminology related to courtroom proceedings.
- A pre-employment background check is required.

**Education and Experience:**

Completion of an Associate’s Degree in related field and/or three years of experience interpreting in judicial, law enforcement, legal or related field working in a professional capacity; or an equivalent combination of training and experience sufficient to successfully perform the essential functions of the job.