



# Twenty-Fourth Judicial District Court

Office of the Judicial Administrator

Thomas F. Donelon Building

200 Derbigny Street Suite 2100

Gretna, Louisiana 70053

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## **JOB ANNOUNCEMENT**

### **Certified Court Interpreter (Spanish)**

### **(9746)**

RECRUITMENT OPENING DATE: February 26, 2024

RECRUITMENT CLOSING DATE: until filled

STARTING SALARY: \$26,906/year and up depending upon experience

#### SUMMARY OF DUTIES:

This class is characterized by performing interpreting services for court proceedings in the 24<sup>th</sup> Judicial District Court. Work requires the exercise of judgment in accordance with instructions, rules of court, state statutes, and court and office policies and procedures. Positions in this classification provide spoken language interpretation services and translation of documents and forms. Work requires the ability to perform simultaneous, consecutive, and sight interpretation. Work is performed under general supervision. Work is evaluated upon completion for accuracy, completeness, timeliness, and adherence to guidelines and requirements. Offered at full time, 35 hours per week, along with PTO, benefits, and retirement. This classification is not a supervisory classification. Performs related work as required.

Duties include but are not limited to:

Provides interpreting services, in person or remotely, for court proceedings including pre-trial conferences, sworn statements, interviews, hearings, arraignments, plea bargains, motions, jury and bench trials, sentencing, domestic violence proceedings, court calendars, and other court related events in accordance with the [Part G, Section 14 of the General Administrative Rules for all Louisiana Courts: The Code of Professional Responsibility for Language Interpreters](#).

Provides interpreting services to the general public at a public counter or over the phone to answer questions and provide information.

Translates documents and forms used by judges, attorneys, defendants, staff, partners, and the general public as requested.

Prepare plans and implementation strategies related to the Court programs. Develop a sustainability plan for special programs. Develop a system for measuring program success in reaching goals and objectives. Provide assistance in public policy recommendations regarding programs.

May participate in local and/or statewide workgroups related to interpreter use, policies, and procedures.

May provide training to judges and staff regarding interpreter use and/or cultural perspectives; may assist and/or participate in training provided by the Louisiana Supreme Court's Office of Language Access.

Maintains current knowledge of language for which translation services are provided.

May assist contract interpreters with signing in, locating courtrooms, and using relevant courtroom technologies; may provide suggestions and/or tips to contract interpreters; may perform other administrative and/or clerical work as assigned.

Performs other work as assigned.

#### MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS:

Graduation from high school, or equivalent, and considerable experience providing interpreting services, preferably in a court or legal setting.

Knowledge of the Code of Professional Responsibility for Language Interpreters in the General Administrative Rules for all Louisiana Courts.

Designation as a Louisiana Certified Court Interpreter for the language of assignment or ability to obtain certification within 6 months of employment.

#### MEDICAL QUALIFICATIONS

Each individual selected for employment must submit to a medical examination and found to meet the medical standards and physical demands of the position to which he or she is appointed before the appointment becomes official. The successful applicant will be required to submit to drug screening.

### APPLICATION PROCESS:

Applicants may contact Language Coordinator Abby Oliver 504-364-3871 or Judicial Administrator Renee Aguilar 504-364-3990 for more information.

Interested parties should submit a resume to:

careers@24jdc.us

or to:

Twenty-Fourth Judicial District Court  
Attn: Certified Interpreter Position  
Thomas F. Donelon Building  
200 Derbigny Street Suite 2100  
Gretna, LA 70053

### ACCOMMODATION REQUESTS FROM CANDIDATES FOR COURT EMPLOYMENT

Requests for accommodation in the application process should be submitted to the Judicial Administrator's Office as far in advance of the requested accommodations implementation date as possible, and in any event, should be made no less than five business days prior to the requested implementation date. Requests for accommodation with regard to the essential functions of the position applied for should be submitted following a conditional offer of employment.

### EQUAL EMPLOYMENT OPPORTUNITY

The Court's policy is to provide equal employment opportunity for all of its applicants and employees. The Court does not discriminate against any person on the basis of race, age, gender, color, physical or mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), creed, national origin, ancestry, religion, union activity, organizational affiliation, political opinions, sexual orientation, family care status, veteran status, marital status, or any other basis protected by law. This policy applies to all areas of employment, including recruitment, selection, appointment, training, promotion, retention, performance evaluations, compensation, benefits, transfer, voluntary demotion, and discipline.