

# SUPERIOR COURT OF CALIFORNIA COUNTY OF BUTTE



## INVITES APPLICATIONS FOR

# Court Interpreter Pro Tempore (CIPT)

## Continuous Recruitment

### HOW TO APPLY

Candidates must complete and submit a Court employment application along with the required supplemental questionnaire in order to be considered for employment. Additionally, you must include a copy of your Certification(s). Applications are available by calling (530) 532-7103 or online at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov). Resumes or other attachments may be included but will not be accepted in lieu of the application. Faxed applications will also be accepted at 530-532-7291 and via e-mail to [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov).

*TO APPLY FOR THIS POSITION,  
YOU MUST POSSESS A VALID  
"CERTIFIED COURT INTERPRETER"  
CERTIFICATE.*

Please apply online or submit completed application, supplemental questionnaire and a copy of your certification to:

Superior Court of California, County of Butte  
Attn: Human Resources  
One Court Street  
Oroville, CA 95965

### PRE-EMPLOYMENT & BACKGROUND SCREENING

All offers of employment are contingent upon submission of documents verifying identify and authorization to work in the United States in accordance with the Immigration & Naturalization Control Act of 1986; passing a pre-employment medical review/examination; and passing a background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

### BECOMING A COURT INTERPRETER

For full information on how to become a certified or registered court interpreter, please call 866-310-0689 (toll free) or visit the California Courts Website at <http://www.courts.ca.gov/programs-interpreters.htm>. This position is open continuously until the needs of the Court are met.



ONE LAW,  
MANY LANGUAGES

The Superior Court of California, County of Butte, is seeking highly motivated and professional individuals to perform the duties of a certified Court Interpreter on an assigned and as needed basis. Work is performed in the courtroom and related facilities and encompasses a wide variety of language interpretation activities assisting parties to proceedings, including witnesses, defendants, attorneys, judges, other court personnel, and the public.

The position requires the ability to concentrate and deliver interpreting services in a busy and fast-paced environment. Court interpreting requires the ability to adjust to speakers with differing voices and accents at varying rates of speed. Interpreters come into contact with a wide variety of people from differing educational and economic backgrounds. Travel within the county is required. If cross assignments are accepted, travel between counties may be required.

### Essential Functions:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for Court departments.
- Makes sight translations for the benefit of the Court of documents including, but not limited to, petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, Court staff, and others at the direction of the court.
- Notifies the Court of any issues or situations that may impede the interpreters' performance.
- Researches and understands functions of the court and terminology, which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Reviews the daily docket, receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.
- Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

### Special Requirements and conditions of employment:

- Possession of a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.
- A valid Class "C" driver license, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Stamina to sit and/or stand and concentrate for extended periods: corrected hearing and vision to normal range.

### Salary and Benefits:

- Salary: \$276 per 8-hour day (\$34.47/hour); \$153 per 4 hour day (\$38.23/hour)
- Holidays: One full day holiday pay, up to a maximum of 9 days/fiscal year for each 20 full workdays or 40 half workdays performed.

This is an on-call position hired pursuant to the [Trial Court Interpreter Employment and Labor Relations Act \(SB 371\)](#). For additional information please refer to the Region 3 CFI Agreements located [here](#).

Butte Superior Court is an Equal Employment Opportunities Employer. Please contact Human Resources should you require special accommodation.

**Superior Court of California, County of Butte**  
**COURT INTERPRETER**  
**SUPPLEMENTAL QUESTIONNAIRE**  
**(Please attach to Court Employment Application)**

Completion of the supplemental questionnaire is a required part of the application process. All applicants are required to complete and return this supplemental questionnaire with a court employment application for this position. Applicants who do not complete this document will be eliminated from the examination process.

**Name (please print):** \_\_\_\_\_

Please list your language(s) and certification and/or registration numbers below:

Language(s)	Certification Number	Registration Number

If you are not yet certified and have recently taken an examination to become a certified court interpreter in a specific language, please indicate the language you expect to become certified for and the date you expect to receive the results:

Language(s)	Certification Number	Registration Number

Describe your experience and skill to interpret from and into English and a non-English language using simultaneous and consecutive modes. (Please attach answer on an additional sheet(s)).

Are you willing to be cross-assigned within this region (region 3) and/or in neighboring regions?

Yes\*    No\*\*   If yes, please identify the counties: \_\_\_\_\_

\*Answering in the affirmative does not bind you to accept a cross-assignment to any particular court.

\*\*Answering in the negative will not disqualify you from employment as a Court Interpreter Pro Tempore.

**CERTIFICATION BY APPLICANT:** I certify that all statements made in this supplemental employment application are true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**