



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division
401 Lomas NW
Albuquerque, New Mexico 87102**

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

Email: metrjobs-grp@nmcourts.gov

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

**COURT INTERPRETER
Interpreter Division**

**Opening Date: August 12, 2024
Closing Date: Open Until Filled
Pay Range: \$27.054 - \$33.818 Hourly
Target Pay: \$32.833/Hour**

**Position Number: 37265
Position Status: Full-time, PERM
Interpreter Division or as assigned**

Essential Tasks: *Overtime is required when court is in session beyond normally scheduled working hours.* Provide Spanish language interpreting services during court proceedings. Respond to inquiries of Spanish-speaking public and guide them to appropriate services. Translate court forms from English to Spanish. Evaluate docket and review court files to determine the need for interpreters and maintain a database of people who require interpreting services for future hearings. Maintain statistics regarding type of hearing and number of people requesting interpreting services. Have the ability to get along with others and to work under stress. Interpret simultaneously and consecutively verbatim; translate by means of either a written or oral mode; maintain confidentiality; organize and prioritize workload; maintain a high level of accuracy and interpret for people with limited linguistic skills and comprehension of the judicial system. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description is available at <https://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

Qualifications: Education: Two (2) years' college level education in any field from an accredited college or university or its foreign equivalent. Education Substitution: Two (2) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Two (2) years' professional interpretation experience of which one (1) year must have been in court interpretation. Experience substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of interpreter experience. Thirty (30) semester hours' equals one (1) year of experience. Certification: Any of the following: National Consortium for State Court Interpreter Certification, Federal Court Interpreter Certification, Registry of Interpreters for the Deaf Certification or other professional certifications recognized by the Supreme Court Interpreter Advisory Committee. **Post-offer background history and fingerprint check is required.**

Working Conditions: The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays and overtime. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment (Revised 05/10)** or **Resume and Supplemental Resume form (Revised 5/10)** and submit with a **signature and date** to the Human Resources Division prior to **5 p.m. on the closing date**. Mailed applications must be received by 5 p.m. on the closing date. *If you would like to receive a text message when job opportunities become available, please visit the following website: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops**

The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.