

<b>MINNESOTA DISTRICT COURT Third Judicial District</b>	
<b>Interpreter I Foreign Language – Somali</b>	
<b>DEPARTMENT/LOCATION</b> Third Judicial District Olmsted County Government Center Rochester, Minnesota	<b>HOURS OF WORK</b> Part Time 20 hours per week

**DESCRIPTION:** This is responsible court work providing court interpreter services for the Third Judicial District in southeastern Minnesota. The Third Judicial District consists of the following counties: Dodge, Fillmore, Freeborn, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona. Some travel throughout the District is required. Duties include, but are not limited to, simultaneous and consecutive courtroom interpretation and document translation from Somali to English and English to Somali. Interpretation services may involve use of one or more modes of interpretation. Translations may be consecutive (questions and answers), or simultaneous, and may involve face-to-face contact (e.g. in court, various types of interviews, psychiatric evaluations, telephone interviews, conference calls or audio and video recordings), and sight translations (printed or handwritten text and documents).

**RESPONSIBILITIES:**

- Provide Somali interpreter services at court proceedings, at the public counter, and over the telephone including interpreting from English to Somali and vice-versa.
- Interprets at pre-trial conferences, during sworn statements, interviews, bond hearings, arraignments, plea bargains, motions, jury and bench trials, sentencing, probation violation hearings, domestic violence proceedings, court calendars, and other court-related events as required.
- Provides oral interpretation of written text and translates court forms and documents in written form.
- Interprets for defendants, relatives, judges, court staff, lawyers, witnesses, social workers, probation officers, investigators, psychologists, state's attorney and public defenders.
- Other duties as assigned by appointing authority.

**QUALIFICATIONS:**

- Requires mastery of English and Somali and the ability to read, speak, and write both languages.
- Requires proficiency in simultaneous and consecutive interpreting, and sight translation.
- Requires being on the Courts interpreter roster and has experience interpreting in the court system.
- Knowledge and understanding of legal concepts and forensic terminology in both English and Somali.
- Knowledge of culture and customs of the groups and communities using the Somali language.
- Knowledge of modern office practices and procedures.
- Some knowledge of content and style of legal discourse; knowledge of legal and forensic terminology; familiarity with legal process, courtroom procedures and logistics.
- Requires proficiency in simultaneous, consecutive and sight interpretation.

- Ability to practice the principals of professional demeanor, confidentiality, faithfulness, and accuracy in interpretation from the target language to the source language.
- Skill in operation of a personal computer and other standard office equipment.

The position requires any combination of training and work experience which indicates possession of the knowledge, abilities and skills (listed above) required for the position.

**SALARY RANGE AND BENEFITS:** \$15.35 to 23.05 hourly (\$32,051 - \$48,128 annually)  
Starting salary commensurate with experience. State of Minnesota benefits package included.

**APPLICATION DEADLINE:** Applications for this position must be received by 4:30 p.m. on January 25, 2008.

**TO APPLY:** Applications can be downloaded from [www.mncourts.gov](http://www.mncourts.gov) or by calling 507-529-6139. Submit a completed application form, cover letter, and resume to.

**Human Resources Coordinator  
Third Judicial District  
1210½ 7<sup>th</sup> St. NW, STE 220  
Rochester, Minnesota 55901**

**EOE**