

**MINNESOTA DISTRICT COURT
2nd JUDICIAL DISTRICT**

Interpreter I

DEPARTMENT/LOCATION	CLASS	HOURS OF WORK
Second Judicial District 15 W. Kellogg Blvd. St. Paul, MN	Interpreter I AFSCME/non-exempt Posted for Bidding, Internal and External Application	8:00 a.m. to 4:30 p.m. Monday through Friday Full Time

DESCRIPTION:

The State of Minnesota Second Judicial District Ramsey County is accepting applications for the position of Interpreter I. Under general supervision of the Operations Supervisor, the Interpreter will perform consecutive, simultaneous, and sight translation interpreting from the source language to the target language. The Interpreter will interpret for judges, lawyers, litigants, witnesses, and the general public. Interpreter will be interpreting for all court proceedings such as; arraignments, pre-trial conferences, bench and jury trials, probation violation hearings, motions, juvenile and family hearings, domestic abuse and harassment hearings, conciliation and housing court, probate court, hearing officers, public counter services, and telephone interpreting. When not interpreting the Interpreter will also be required to translate court documents and support the Operations Supervisor with scheduling interpreters for cases, taking interpreter requests over the telephone and email, and respond to routine information requests.

MINIMUM QUALIFICATIONS:

Possession of an Associate's degree from an accredited college or university in the specified foreign language, language arts, or related field, or experience as an interpreter; **demonstrated proficiency in speaking and writing Hmong**; good organization skills; and the ability to communicate professionally with judges, attorneys, court personnel, and the public required. Preference will be given for those who are certified by the MN Supreme Court. Interpreters, who have passed the Ethics Exam, attended the 2 day orientation offered by the Supreme Court, and currently on the MN Supreme Court Roster of Interpreters preferred.

SALARY:

Starting salary is \$15.35 hourly with a full state fringe benefit package.

Please send application and resume to: Judicial Administration, Position No.01062712, Room 1700 CH, 15 W. Kellogg Blvd., St. Paul, MN 55102. State application can be downloaded from www.courts.state.mn.us or by calling 651-266-8266.

Application deadline for bidding: 4:30 p.m., Monday, December 24, 2007.

Application deadline for internal and external: 4:30 p.m., Friday, January 18, 2008.

An employee bidding for this position can only be considered if his or her current position is in the same, equal or higher class as that of the posted vacancy and governed under the AFSCME Council 5 union contract.

EQUAL OPPORTUNITY EMPLOYER