

Vacancy Announcement

Spanish Interpreter

- Starting Salary:** \$32,000 with Will County insurance and pension benefits
(Additional financial compensation with the successful completion of AOIC Interpreter Registration / Certification program)
- Effective Date:** To be determined
- Apply To:** Hon. Daniel L. Kennedy, Chief Judge
Will County Courthouse
100 W. Jefferson Street
Joliet, IL 60432
(to request an application, call 815-727-8947 and email your completed application to kteufer@il12thcourt.gov)
- Not Later Than:** March 31, 2023
- Posting Date:** February 16, 2023
- Qualifications:** Must be Bi-lingual in Spanish with ability to perform simultaneous interpretation. Basic knowledge of legal terminology preferred.

Must have successfully obtained a High School Diploma
- Job Description:** The successful candidate will provide in court Interpreting services for Spanish speaking people in the Will County Court Facilities. This individual may also be required to assist individuals seeking Orders of Protection or provide general assistance with persons in the courthouse who have difficulty understanding the English language.

The Will County Courts are an equal opportunity employer.

Job Description
12th Judicial Circuit Court

Interpreter

Interpreters are primarily responsible for facilitating simultaneous communication between English and foreign language in the court proceedings, quasi-judicial hearings, and other court related events as directed by the Judge or Supervisor. They must possess a basic knowledge of legal terminology, courtroom procedures, as well as a mastery of English and at least one foreign language. Interpreters must meet all minimum certifications and standards established by the Illinois Supreme Court via The Administrative Office of the Illinois Courts.

Secondary responsibilities will include assisting individuals seeking Orders of Protection, assisting persons in the courthouse who have difficulty understanding English, translating forms or other materials from English into another foreign language, or other duties as assigned by their Supervisor. Court Interpreters shall subscribe to an oath to interpret accurately and to the best of their ability. They are expected to translate from the source language to English and English to the source language exactly stated in an impartial manner verbatim. Court Interpreters are expected to purport themselves in a manner that is respectful to the public and court proceedings and consistent with the Supreme Court Code of Ethics for Interpreters in the State Court System and the County of Will Ethics Ordinance.

Americans with Disabilities Act (ADA):

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform jobrelated responsibilities and tasks other than those stated in this specification. Duties, responsibilities and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Equal Opportunity Employer:

The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all Federal law requirements, County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of County of Will's employees to perform their job duties may result in discipline up to and including discharge from employment.