

Circuit Court for Baltimore City Language Coordinator

The Circuit Court for Baltimore City is seeking a Language Coordinator to manage the Interpreter Program. The incumbent will report to the Deputy Court Administrator.

ESSENTIAL FUNCTIONS:

- Manages personnel and operations of the Interpreter Program.
- Serves as primary liaison between interpreters, the Administrative Office of the Courts, judges, magistrates, program services, court staff, attorneys, and the public.
- Works in close collaboration with the Staff Interpreter.
- Recruits, assigns, and confirms interpreters for all spoken languages, American Sign Language, and deaf captioning for court hearings and interview sessions.
- Orients and trains newly recruited interpreters on court procedures and protocols for the Baltimore City Circuit Court.
- Coordinates scheduling of interpreters and case tracking procedures.
- Monitors and processes interpreter invoicing.
- Develops and continually updates interpreter language bank information and informational records of interpreters' languages (as well as American Sign Language and deaf captioning).
- Develops and maintains interpreter library and resource materials.
- Provides information regarding courthouse layouts, procedures, guidelines for courtroom etiquette, and protocols for court interpreting.
- Holds periodic informal meetings with interpreters to discuss changes in court procedures and policies.
- Responds to information and interpreter referral requests from agencies, the public, attorneys, and court staff and directs them to assigned courtrooms and offices.
- Provides information, input, and recommendations relating to interpreter policy development and interpreter concerns.
- Establishes office filing system and case tracking/scheduling system.
- Provides interpretation services on an as-needed basis.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A bachelor's degree from an accredited college or university with major coursework in Liberal Arts, Social Sciences, Public or Business Administration, or a related field, supplemented by two (2) years of experience working in a court environment. A Certified Spanish Court Interpreter (preferred but not required). At least one (1) year of supervisory experience. Have experience and knowledge of the operations of the Circuit Court System of Maryland (preferred but not required).

Equivalencies - Equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of program development, administration, and coordination.
- Ability to speak and write effectively.
- Ability to supervise, train, and evaluate the work of staff.
- Ability to exercise judgment and discretion in interpreting, developing, and implementing policies and procedures.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to compile data and prepare statistical and narrative reports.
- Ability to present recommendations clearly and concisely.
- Ability to develop and maintain effective working relationships.
- Ability to maintain the confidentiality of sensitive information.
- Ability to interact professionally with judges, attorneys, court staff, public officials, co-workers, and colleagues.

COMPENSATION:

This is a full-time permanent position with benefits. The annual salary range is \$70,338 - \$112,807.

TO APPLY:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale, Human Resources Department
Circuit Court for Baltimore City,
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930

****No phone calls please****

EQUAL OPPORTUNITY EMPLOYER