



Working Title: Interpreter/Office Specialist
Department: Juvenile Court
Hours/Week: 37.5
Union: AFSCME Local 87P

Required Testing/Exercises: Applicants must successfully complete a Keyboarding test with a minimum of 35 w.p.m. at the time of application. Top interview candidates will undergo an oral and/or written Spanish translation exercise. Applicants selected for interview will complete written examination prior to scheduled interview time.

Open Date: 4/6/2018
Close Date: 4/20/2018

Compensation: \$2,721 per month

Overview:

There is one opening with the Yakima County Juvenile Court. The position performs specialized office support, creating, maintaining, processing, accessing and releasing documents, files and other information, governed by strict laws, rules and regulations. Providing simultaneous and consecutive interpretation between English and Spanish. Prepares written translations from or into the Spanish language.

This recruitment may be used to fill future openings which may occur within 90 days of the posted closing date.

This position requires a typing test with a minimum of 35 net wpm to be taken in Yakima County Human Resources, 128 N. 2nd Street, Room B-27. This must be completed by 3:30pm on the closing date.

Responsibilities:

Interprets verbatim, simultaneous, consecutive or in summary mode from and into the Spanish language as directed.

Prepares written translations from or into the Spanish language. Reviews translation accuracy of documents and correspondence.

Provides assistance to the general public court users, law and justice and State agencies. Performs receptionist duties including answering and routing telephone calls, sorting and distributing mail for all departments in the Juvenile Justice Center.

Maintain schedules for the conference room.

Performs research in specialized computer systems. Processes bookings and/or new referrals. Prepares packets for prosecutor for filing of charges for court, referral to diversion or the Attorney General's office for filing of dependencies. Creates legal documents as needed by staff for court. Creates, summarizes, edits and/or distributes a variety of complex documents. Creates and maintains complex files and databases such as official records or social case files. Maintains filing system in accordance with established procedures.

Interprets, summarizes and records written judicial orders and diversion contracts for case files. Disseminates criminal history and/or highly sensitive information to appropriate personnel. Prepares and send school notification letters as law requires.

Transcribes and/or prepares and mails correspondence and legal documents; Updates various databases and provides statistical reports for state reporting and auditing purposes.

Monitor expiration dates of offender and non-offender juvenile cases and notifies professional staff. Maintain complex offender and non-offender Juvenile Court files. Update State and departmental databases when cases close. Prepare and mail closure letters. Prepare and mail notice to Department of Licensing (DOL).

Provides quality assurance review of risk assessments for accuracy. Calculates risk scores and updates the department database, runs monthly reports for supervisors and yearly statistical reports for state grant reporting/auditing.

Contact service providers to schedule treatment appointments. Verifies cost and length of service needed for each referral.

Prepare and mail appointment letters to juveniles and guardians.

Enters referral information into database. Disseminates provider treatment reports to appropriate professional staff.

Performs other duties as assigned.

Qualifications:

Education and Experience:

High School Diploma and 3 years specialized or technical office experience beyond high school or the equivalent education and experience to perform the essential duties of the job.

Required:

1. Bilingual / Biliterate (English/Spanish)
2. 21 years of age
3. Valid Washington State Driver's License at time of appointment.
4. Computer experience or training in MS Office Software (Word, Excel Outlook)
5. Applicants must successfully complete a Keyboarding test with a minimum of 35 w.p.m. at the time of application.
6. Applicants selected for final interviews are required to complete a criminal and abuse/exploitation history disclosure statement pursuant to Chapter 486 laws of 87, Sections 1-5. Criminal arrest history or history of traffic offenses may be disqualifying. Final applicant will be fingerprinted and hired subject to the results of a background investigation.

Top interview candidates will undergo an oral and/or written Spanish translation exercise.

Applicants selected for interview will complete written examination prior to scheduled interview time.

This is a Yakima County Courthouse Master Contract Bargaining Unit position. As a condition of employment, you are required to become a member of the Unit or pay representation fees per the negotiated contract.

Equipment Used:

Computer, calculator, copier, printer, multi-line telephone, fax machine, dictation equipment, interpreter equipment, scanner, automobile

Working Conditions / Physical Requirements:

Environmental Conditions include: travel, work in locked down facility. Physical demands including: bending, carrying, handling, lifting, pulling, pushing, reaching, sitting, standing, walking, fingering, hearing, talking and visual acuity. Intellectual demand include ability to multitask, confidentiality, ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate information in conversations, ability to follow written and verbal instructions. Duties are performed in an office setting. Rated as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This position requires working a flexible schedule when needed. The schedule is determined by program needs. For example, the interpreter needs may require field work for client appointments. This position may also require working evenings for courtrooms needs or client appointments as needed.

Knowledge:

Upon entry what specific knowledge would an individual need to assume the duties of this position:

Legal terminology and court process, Basic filing and office practices and procedures, Telephone etiquette, Public relations and customer service techniques, English and Spanish grammar, spelling and oral communication, Computers, data processing and word processing software and methods of input.

Skills (and abilities):

Upon entry what specific skills/abilities would an individual need to assume the duties of this position:

Skill in making group presentations; Maintaining confidentiality. using office equipment such as computers, telephones, copiers, calculators and fax machines and scanners. Making responsible decisions in accordance with office policies, and state statutes. Ability to perform tasks under deadline pressures. Prioritization and time management. Communication of complex and/or sensitive information to widely diverse population both orally and in writing in both English and Spanish. Interpreting orally from English to Spanish and vice versa; attention to detail and accuracy. Maintaining composure in difficult situations. Critical thinking sufficient to understand and retain oral information and to assimilate concepts quickly. Effective interpersonal relationship skills at all organizational levels and with the public. Applying customer service techniques.

“AN EQUAL OPPORTUNITY EMPLOYER”

Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.

Yakima County ensures equal employment opportunities regardless of a person's age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish the information.

Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer.

In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.