



TWENTY-THIRD JUDICIAL CIRCUIT
JUDICIAL OFFICE • DEKALB COUNTY COURTHOUSE
ROBBIN J. STUCKERT, CHIEF JUDGE

SPANISH INTERPRETER

The DeKalb County Judicial Office is seeking candidates for the position of Spanish Interpreter. The successful candidate needs to have the ability to communicate both verbally and in writing with the public on a daily basis.

POSITION SUMMARY

This position is under supervision from the Chief Judge and requires the ability to work well with attorneys and the general public and perform general office duties as required.

DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed in this position:

- Interpret court proceedings where required in the DeKalb County Courthouse or its other locations as the Court directs.
- Be available to other agencies of DeKalb County Government at the direction of the Presiding Judge for whatever offices have requested interpreting services. First priority shall be given to the court system.
- Assist the general public in understanding procedures of the court system.
- Maintain daily records for interpretation of cases for submission for quarterly reports.
- Be willing to obtain certification to meet the standards required of the Administrative Office of the Illinois Courts.
- Undertake no other employment which would conflict with the confidentiality requirements or ability to perform the duties as the Court requires on a day to day basis.

QUALIFICATIONS

To perform this job successfully, an individual must be fluent in both English and Spanish.

High school diploma or general education degree.

Knowledge of:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation
- Applicable federal, state, and local laws, rules regulations, codes and/or statutes
- Legal terminology

Skill in:

- Microsoft Office software; Outlook, Word and Excel
- Verbal and/or written communications
- Dealing effectively with others
- Applying an acquired knowledge of procedures, rules and regulations and services

Ability to:

- Establish and maintain effective working relationships with department and division staff, other departments and others.
- Communicate and use interpersonal skills to interact with coworkers, supervisors and the general public to sufficiently exchange or convey information and to receive work direction
- Maintain confidentiality
- Manage calendars

THIS POSITION IS FULL TIME AND ELIGIBLE FOR FULL TIME BENEFITS.

STARTING SALARY OF \$ 16.00/HOUR, 40 HOURS PER WEEK

Please send a completed DeKalb County employment application, (available at www.dekalbcounty.org) resume and the above signed form to:

Leanne Vesta, DeKalb County Court Administrator, 133 W. State Street, Sycamore, IL 60178
lvesta@dekalbcounty.org – 815-895-7160