

NEW MEXICO JUDICIAL BRANCH

COURT INTERPRETER SUPERVISOR

(Classified)

TARGET SALARY: \$66,514-\$133,026 annually, or \$31.978-\$63.955 hourly depending upon experience (pay range JJ/KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9079JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction provide interpretation and translation services to ensure the fair and impartial administration of justice and due process of the law to those populations who cannot adequately communicate in English.

EXAMPLES OF JOB DUTIES

- **The Court Interpreter Supervisor** is responsible for performing all modes of interpretation from a source language into the target language during court proceedings and for court ordered services (interpretation may be performed: in person, from a recording, via telephone, or video conferencing).
- Trains, supervises, mentors, evaluates, and motivates a staff of two or more.
- Educate judicial participants as to the role of the interpreter (ethics, participation, expectations and jury responsibilities).
- Provides interpretation for formal translation of court generated forms.
- Collaboratively works with court staff and other interpreters to ensure adequate interpretation services are available.
- Maintains a database of cases requiring an interpreter for legal and statistical reporting.
- Create and maintain special glossaries related to the evolution of court interpretation in the target language.
- Creates and maintains special glossaries related to the evolution of court interpretation in the target language.
- Utilizes and maintains court interpretation equipment.
- Evaluates a contract interpreter's skills and abilities in providing services.
- Assists in training and mentoring new interpreters.
- Provides court testimony related to interpretation services rendered.
- Schedules court interpretation services.
- Evaluates contract interpreter's skills and abilities in providing services.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- May provide court testimony related to interpretation services rendered.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in both languages of grammar, dialects, slang and legal terminology; judicial processes; all modes of interpretation (simultaneous, consecutive and sight); translation in both languages; standard grammar for English and the target language (e.g. verb agreement and conjugation, singular/plural forms, possessive case, correct syntax, preposition and gender); grammatical conventions observed during formal, consultive and casual modes of oral communication in justice systems contexts, including colloquial and idiosyncratic slang and regionalism for English and the target language; specialized vocabulary in both English and the target language related to court proceedings that may include: legal, medical, forensic, psychological, chemical, technical, mechanical, pharmaceutical, insurance, financial, construction and property; dialect varieties for English and the target language; the theories, skills and techniques of interpreting and translating; the ethical codes and protocols for interpreting; United States Constitution, New Mexico law, constitution and statutes, federal law; rules of civil and criminal procedure; court rules, structure, operations, policies and procedures; and court case management systems.

MINIMUM QUALIFICATIONS

Education: Two (2) years college level education in any field from an accredited college or university or its foreign equivalent.

Education Substitution: Two (2) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of professional interpretation experience of which two (2) years must have been in court interpretation and one (1) year of supervisory experience.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of interpreter experience. Thirty (30) semester hours equals one (1) year of experience. Education may not substitute for supervisory experience.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

Certification: Any of the following: National Consortium for State Court Interpreter Certification, Federal Court Interpreter Certification, Registry of Interpreters for the Deaf Certification or other professional certifications recognized by the Supreme Court Interpreter Advisory Committee.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 12/07/07, Audited: 08/11/12, Rev: 01/30/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution Rev Pay Range: 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.