

# NEW MEXICO JUDICIAL BRANCH

## COURT INTERPRETER

(Classified)

**TARGET SALARY:** \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range II/JJ)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Non-Exempt

**JOB CODE:** 9075JB

**BENEFITS:** Competitive benefits package offered

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### 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 supervision 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** is responsible for performing all modes of interpretation from 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).
- Provides interpretation of familiar and unfamiliar documents and formal translations of court-generated forms.
- Educate judicial participants as to the role of the interpreter (ethics, participation, expectations, and jury responsibilities).
- 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.
- Creates and maintains special glossaries related to the evolution of court interpretation in the target language.
- Utilizes and maintains court interpretation equipment.
- Evaluates contract interpreter's skills and abilities at providing services.
- Assists in training and mentoring new interpreters.
- Provides 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, consultative 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:** Two (2) years professional interpretation experience of which one (1) year must have been in court interpretation.

**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.

**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, and 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 03/09/98, Rev: 12/07/07, Audited: 08/11/12, Rev: 01/30/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23

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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](http://nmcourts.gov).