



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Office of Court Administration	JOB GRADE:	12
JOB TITLE:	Certified Court Interpreter	ANNUAL SALARY:	\$74,000
LOCATION:	301 N. Thompson Conroe, TX	CIVIL SERVICE:	No
SHIFT HOURS:	Monday-Friday (8:00am-5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 538 - 8170	FAX:	(936) 538 - 8165
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

Education, Experience and Skill Requirements

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Must have master level court interpreter certification issued by the Texas Judicial Branch Certification Commission 1+ year experience in interpretation and translation, Spanish-English and English-Spanish Maintain and enhance the County's commitment to customer service excellence Maintain strict confidentiality of court proceedings | <ul style="list-style-type: none"> Interpreters are required to attain the mandatory continuing education (CEU) per year Experience and comfortable with Microsoft Office, email, courtroom Demonstrate regular and reliable attendance Work well with others and participate fully in a team oriented environment Work overtime or extended hours on a limited but as needed basis |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Primary Job Duties

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Provides interpretation of verbal communications from one language into another in a court of record, while ensuring all parties understand the information exchanged Provides sight and written translation of English or Spanish documents as required Interprets between the defendant and their attorney when appropriate Assists with special projects as requested. | <ul style="list-style-type: none"> Attendance in office during office hours Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts Translates legal documents and other evidentiary material for the benefit of the court or jury when directed to do so by the court Performs such other related duties as may be assigned |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	4659-2208-1	Requisition No:	3168
Date Posted:	10-17-2022		Equal Employment Opportunity Employer