

INTERPRETING SERVICES PROGRAM  
NC ADMINISTRATIVE OFFICE OF THE COURTS

## NOTICE OF RECRUITMENT

*Continuous open recruitment*

The Interpreting Services Program of the North Carolina Administrative Office of the Courts seeks to contract with qualified court interpreters available to provide foreign language interpreting services to the North Carolina court system in the following languages:

**Arabic (MSA and all other colloquial varieties), Burmese, Bosnian/Serbian/Croatian, French, Gujarati, Hindi, Hmong, Korean, Lao, Montagnard/Dega languages (Jarai, Rhadé, Kohó), Russian, Thai and Vietnamese**

Compensation Range: \$30.00 per hour - \$55.00 per hour

### ROLE SUMMARY

North Carolina court interpreters play a key role in ensuring equal access to justice by performing a variety of language interpretation activities on an as-needed basis for the Court and for parties to proceedings, including witnesses and victims, criminal defendants, attorneys other court personnel.

### ETHICAL RESPONSIBILITIES

Court interpreters are impartial and unbiased language conduits who facilitate communication while maintaining strict adherence to the Code of Ethical Conduct for court interpreters. Court interpreters are expected to render a complete and accurate interpretation or sight translation without altering, omitting, summarizing, adding anything to what is stated or written, and without offering an explanation or personal opinion. Court interpreters must employ the *consecutive*, *simultaneous*, and *sight translation* modes of interpretation where appropriate. Court interpreters shall protect the confidentiality of all privileged and other confidential information and conduct themselves in a manner consistent with the dignity of the court.

### DUTIES OF THE PROFESSION

- (a) Provide *simultaneous interpretation*, while employing *direct speech*, from English into the foreign language for parties with limited English proficiency during judicial proceedings.
- (b) Provide *consecutive interpretation*, while employing *direct speech*, from and into English and the foreign language during testimony from the witness stand, examinations and cross-examinations, custody mediation sessions and in other question and answer settings.
- (c) Perform *sight translations* of court documents, including, but not limited to, waivers, affidavits, plea transcripts and proposed and finalized parenting agreements.

### REQUIREMENTS

Applicants must hold valid work authorization from U.S. CIS in order to contract with AOC to provide interpreting services. Applicants must be comfortable working in a legal setting with people from a wide variety of cultural and socioeconomic backgrounds and be familiar with the North Carolina judicial process and terminology used within the legal arena. Applicants should possess a superior command of both the English language and foreign language of expertise, including knowledge of general vocabulary, idioms, slang and regional colloquialisms. Interpreters who have attended an AOC Interpreter Orientation Training Class receive preference in case assignments – for information regarding training opportunities, please refer to the training link under *For Interpreters*. Out-of-state interpreters proficient in the use of Biamp distance court interpretation equipment are encouraged to apply.

### HOW TO APPLY

Interested applicants should submit an Application to be a Registered Court Interpreter and attach documentation supporting language certification and/or other credential claims, language proficiency testing results, and certificates of attendance to court related training opportunities.