

BLAINE COUNTY

206 S 1st Ave, Suite 300, Hailey, Idaho 83333

Job Description

Job Title: Deputy Court Clerk, Jury Commissioner/Spanish Interpreter I

Department: Judicial

Reports To: Clerk of the District Court, Court Services Manager and Deputy Court Supervisor

FLSA Status: Full-Time (35 hrs/wk)/Non-Exempt **Pay Grade:** 6

Blaine County Judicial Department's Mission Statement:

The Blaine County District Court department efficiently and effectively serves the needs of Blaine County citizens.

General Statement of Duties:

Spanish Court Interpreter: Provide English to Spanish and Spanish to English interpretation/translation for participants in court proceedings. Also provide services for other Blaine County Departments when requested and for customers in person or by telephone.

Jury Commissioner: Create, maintain and manage jurors for the Blaine County Judicial System.

Primary Job Responsibilities:

Spanish Interpreter/Translator:

- Responsible for English to Spanish and Spanish to English interpretation/translation for individuals participating in District and Magistrate criminal and civil proceedings.
- Provide English to Spanish and Spanish to English translation of court forms.
- Assist Spanish speaking customers in person at the office counters and on the telephone. This includes helping them pay court fines and fees, answering their inquiries regarding court proceedings and procedures, court assistance forms and other general information.
- Pass initial Spanish Interpreter competency assessment as administered by the Idaho Supreme Court Interpreter Program or their approved competency assessor.
- Become an Idaho Supreme Court Conditionally Qualified Spanish Court interpreter within two (2) years of employment. This includes passing a written screening exam, attending a two (2)-day orientation workshop, and sitting for the oral certification exam and receiving an overall score of 55 percent or higher without reaching the Certified or Master interpreter level, with no single score falling below a 50 percent, including on the separate sight translation scores. Reference the Idaho Supreme Court Interpreter

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Program website: <https://isc.idaho.gov/court-interpreter/court-interpreter> for additional information.

- Become an Idaho Supreme Court Certified Spanish Court interpreter within four (4) years of employment. This includes passing a written screening exam, attending a two (2)-day orientation workshop, and passing an objective oral examination with a 70 percent or higher in the simultaneous interpreting and consecutive interpreting portions and an average of 70 percent across both sight-English and sight-foreign.
- Abide by the Code of Professional Responsibility for Interpreters in the Judiciary.
- Aid judges by providing interpretation during marriage ceremonies for Spanish speaking individuals when requested.
- Maintain confidentiality of sealed and sensitive court cases and proceedings, including grand jury proceedings.

Jury Commissioner:

- Create jury eligibility wheel and master source list every odd year. This includes electronically receiving list of Blaine County licensed drivers from the Idaho Department of Transportation and list of Blaine County registered voters from the State Voter System and importing, scrambling and removing duplicate names from the master source list created in the Computer Arts Jury Program; manually remove duplicate names or names of deceased persons from list.
- Manage jurors throughout their term of service, which includes generating and mailing 600 jury questionnaire forms along with return envelopes and information sheets to perspective jurors every two months; manually enter jurors' individual questionnaire information into computer program to ensure voir dire packet used by the Court and counsel during trials is accurate and complete; research current addresses for undeliverable or returned mail; mail reminder postcards to jurors who have failed to return their juror qualification form or summons; receive jury docket requests from court clerks and generate and mail summonses to the number of jurors requested by the judges for specific trial dates; review and respond to jurors' requests for excusal or postponement due to employment-related conflicts, educational commitments, preplanned vacations, medical reasons or other requests in writing or email; enter excused dates or postponements into computer program making sure juror does not get called in for a trial and marked absent; generate report containing jurors who failed to appear at trials and send report to the prosecutor for order to show cause process.
- Review trial attendance sheets received from court clerks; enter attendance of each juror into computer program to calculate how much the juror should be paid for service and mileage; generate financial report and send it to the financial database for processing of payments; mail checks to the jurors after they are received from the County Auditor's Office.
- Assist jurors in person, telephone or email with their inquiries and filling out questionnaire form.

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- Analyze and generate reports that show effectiveness of jury selection process.
- Create and record jury messages before each scheduled trial to ensure summonsed jurors are informed of the status of trials.

General Job Requirements:

- Respond to and serve the public with courteous good will. Display ability to communicate on various levels with highly stressed and potentially dangerous customers on a daily basis. Help physically and mentally handicapped, as well as non-English speaking persons, and make immediate judgment calls in response to their requests while managing own stress level.
- Interact well with a diverse range of persons ranging from judges, clerks, attorneys, secretaries, law enforcement officers, defendants, bondspersons, victims, bailiffs, jurors and juveniles in a multi-task “now” deadline environment.
- Respond to difficult situations, harmful threats or actions at the counter, including identification of and notification to court bailiffs for arrest of defendants with outstanding warrants.
- Answer inquiries made by Clerk of the Court, supervisors, judges, attorneys, prosecutors, probation officers, police agencies, self-represented litigants and the general public with personal knowledge or with referrals.
- Perform general clerical office duties, including but not limited to, answering the telephone, greeting and assisting people at the front counters, faxing documents, making copies of filed documents along with charging and receipting correct money amounts set by statute, timely file-stamping court documents per Idaho Code, receiving court documents at the front counter, copying and mailing correspondence and orders signed by the judges, issuing subpoenas, writs of execution, summonses and search, arrest and bench warrants.
- Assist at office counters receiving and receipting statutory money amounts for criminal case payments, citation payments and civil case filing fees, including the use of credit card machine.
- Attend training at the Idaho Institute for Court Management, review yearly rule changes made by the State Legislature to learn new laws, new procedures and to be more efficient in performing clerk duties.
- Prepare and meter outgoing mail and transport it to the Post Office when requested.
- Cross train with coworkers to help work overflow in the office and learn additional duties.
- Perform other related duties as requested.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience:

- High school diploma or equivalent required.
- Possess combination of experience and training which provides the knowledge and abilities necessary to perform the work of a Deputy Court Clerk, Jury Commissioner-Spanish Interpreter.

Language Skills:

- Speak, read and write the English and Spanish languages fluently and efficiently; utilize proper grammar in both languages.
- Successfully pass language assessment per the Idaho Supreme Court, Court Interpreter program standards.

Other Knowledge, Skills, and Abilities:

- Understanding of Microsoft Office programs including Word and Outlook.
- Utilize scanners, facsimile machines, copiers and other general office machines.
- Possess capability to acquire knowledge of unknown computer programs.
- Work after hours if needed.
- Possess a valid Idaho Drivers License.

Essential Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment

- Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g. binders, case files, exhibits) and work under stress of deadlines.

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Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.