



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC0801N24
CONTRACT POSITION

Court Interpreter – Spanish/English – New Castle County

Opening Date: June 17, 2024

Closing Date: Until filled

Contract Amount based on hours/experience: annual minimum \$45,000 – maximum \$67,200

A. Summary Statement

Reporting to the Administrative Office of the Courts (“AOC”) Court Interpreter Program Coordinator (“Coordinator”), Court Interpreters perform a wide variety of language interpretation activities on an assigned and as-needed basis for the Delaware Courts and for parties to proceedings, including witnesses, defendants, attorneys, judges, other court personnel and the public.

This contract will provide for the services of one Spanish-English Court Interpreter who will deliver on-site English-Spanish linguistic services in primarily high-volume calendars in New Castle County Family Court and Court of Common Pleas located in the city of Wilmington, Delaware (New Castle County). The contracted Interpreter may be required to interpret in other courts and counties as needed, as well as perform other duties as specified in the professional services agreement. The Interpreter must have the ability to travel statewide.

Contract rate will vary based on the Interpreter’s qualifications and hours of services provided but the contract requires 35 hours a week of services. The contract is available August 1, 2024, and will extend through June 30, 2025. The contract amount will be prorated on a monthly basis and paid on a contractually agreed basis. The contract may be renewed for another year at the discretion of the AOC.

B. Required Skills and Knowledge

- Must be able to deliver consecutive and simultaneous interpretation and sight translation at court proceedings and for other court-related programs in a manner consistent with the [Code of Professional Responsibilities for Court Interpreters](#).
- Ability to communicate clearly, effectively, and respectfully in all modes of communication with all members of the courts (includes judges, staff, bailiffs, and administrators) and members of the public.
- Good organizational and time management skills.
- Ability to work under minimal supervision.
- Work well as a team.
- Experience reviewing calendars and efficiently managing interpreter requests and resources.
- Flexibility to work in diverse environments such as remote interpreting, customer service, and assist the Coordinator as needed.
- Ability to translate at the direction of the Coordinator material which may include, but not limited to, court forms, website material, courthouse signage and scripts for telephone greetings and/or recorded instructions.

C. Qualifications

Interpreter must be a Certified interpreter who has interpreted in State and/or Federal courts for three of the last five years and has passed the written and oral performance exams of the National Center for State Courts administered by the Delaware AOC.

The AOC will consider an interpreter currently listed in the Delaware Registry as a Conditionally Approved interpreter at a lower contract rate. The contracted Conditionally Approved interpreter must pass the oral proficiency exam within one year to qualify for the higher contract rate.

Certified or Conditionally Approved Interpreter must be in good standing with the Administrative Office of the Courts of the State of Delaware.

D. Additional Posting Information

- Interpreter must complete a minimum of twelve (12) continuing education credit hours every two years.

- Interpreter must have a valid State issued Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Interpreter duties involve a lot of walking and may include interpreting in other courts.
- A satisfactory fingerprint based criminal background check administered by the Delaware State Police is required as a Condition of the Contract.
- Interpreter must register as a Delaware vendor/supplier and accept direct deposit of paychecks as a Condition of the Contract.
- Interpreters must obtain and maintain a Delaware Business License as a Condition of the Contract.

E. Benefits

This is a contractual position and is not eligible for the state benefits package.

F. How to apply

Interested individuals should submit a cover letter and resume by any one of the formats listed below prior to the closing date stated on this announcement:

1. Send your cover letter and resume as an email attachment with the words “Contract Interpreter” in the subject line to apps.aoc@delaware.gov (**preferred method**)
2. Fax your cover letter and resume to: (302) 255-2217, Attention: Human Resources
3. Mail your cover letter and resume to:

Shawnta Jackson
Administrative Office of the Courts
405 N. King Street, Suite 507
Wilmington, DE 19801

Please direct questions regarding the Delaware Court Interpreter Program to the Coordinator:
Tel: 302-255-0166 or E-Mail: jennifer.figueira@delaware.gov