

**Idaho Courts  
Position  
Description**

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**Position Title:** Language Access Coordinator  
**Effective Date:** July 2022  
**Salary/Range:** Grade 13/\$50,000 - \$57,999  
Grade 14/\$58,000 - \$66,802 (with certification for interpreting or translating)  
**FLSA Status:** Non-Exempt  
**EEO Job Category:** Professional

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**General Position Summary:**

The Statewide Language Access Coordinator is responsible for the statewide coordination of language access services throughout the Idaho courts. This involves coordinating the court interpreter training and testing program, assisting counties with the coordination of services, and carrying out the requirements of the statewide language access plan. This position may also be responsible for providing in-person and remote interpretation and translation services to courts statewide. The Language Access Coordinator will work under the general direction of the Statewide Access to Justice Manager and/or the Director of Court Management.

**How We Work:**

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

**Major Duties and Responsibilities:** (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Coordinates the state court interpreter training and certification program;
- Recruits interpreters and processes candidate application ensuring qualification are met;
- Schedules and organizes all arrangements related to court interpreter certification and training including securing a venue and personnel;
- Maintains and updates a statewide roster of interpreters;
- Maintains a program policy manual;
- Works with the Statewide Access to Justice Manager to research best practices and evaluate and recommend changes to policies, procedures, and laws governing language access;
- Works with judges and court personnel to manage and direct the work of court interpreters;
- Works closely with counties and interpreters to coordinate interpreter services;
- Expands the availability of interpreter services statewide through interpreter certification and registration and renewal programs, recruitment, retention of interpreters, and new programs;
- Provides language access services, including interpreting and translating when necessary;
- Responds to inquiries about program policies and requirements;
- Initiates, promotes, and maintains systems, statistical data, and other information;

- Researches and applies for applicable grants for resolution of access issues and continuing education opportunities for interpreters and judges and court staff;
- Serves as faculty for interpreter training programs, judicial and non-judicial education programs, and makes formal and informal presentations on language access services;
- Maintains professional certification and meets continuing education requirements, adheres to professional code of ethics.

**Minimum Qualifications:**

*Education and Experience*

- Associates degree in public administration, social sciences, language, or related field or an equivalent combination of education and experience;
- A minimum of two (2) years professional experience coordinating programs;
- Federal or state court interpreter certification in the Spanish language is preferred;
- Translation certification preferred.

*Knowledge, Skills, and Abilities*

- Knowledge of technologies which assist in providing language access services;
- Knowledge and understanding of the Canons of Professional Ethics for Interpreters in the Judiciary;
- Knowledge of the Idaho Court system preferred;
- Skill in active listening;
- Skill in working with all individuals in a respectful and professional manner;
- Ability to advocate
- Ability to communicate effectively verbally and in writing;
- Ability to present to groups in-person or remotely;
- Ability to work effectively with diverse groups of people and individuals;
- Ability to work independently with minimal direction;
- Ability to work on multiple projects and organize and prioritize work to meet deadline;
- Ability to work with and develop consensus solutions with various stakeholders;
- Ability to establish and maintain effective and cooperative working relationships with court personnel, judges, other justice agency partners, and the general public;
- Ability to exercise sound professional judgment and makes independent decisions;
- Ability to travel throughout the State of Idaho.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary in determining whether an application is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.

Adopted: July 2022 SG