

SENIOR COURT SERVICES OFFICER

CODE/PAY RANGE

Class Code: 3437 EEO Code: B FLSA: E Pay Range: 214

MAJOR FUNCTION

Highly responsible professional work within Court Administration, providing supervision or coordination of services. Supervising Court Service Officers in the Pretrial Services Program or supervising court interpreters.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Pretrial Services Program

Serves as a service program coordinator or district office coordinator which involves supervising subordinate Court Services Officers (e.g. training, evaluation, quality control, work review;) acting as a liaison to judges and court administration executive management; resolving operational problems and providing administration interpretations of standard protocols; developing operational policies and procedures; researching programs, technologies and policies; and monitoring budgets.

Assists Pretrial Services Program Manager in administrative functions as assigned. Prepares administrative and statistical reports as directed by the Pretrial Services Program Manager. May prepare grant applications and monitor compliance.

Performs work of lower level Court Services Officer, which may include maintaining active client caseload.

Performs related work as required.

Court Interpretation

Schedule interpreters, ensuring that interpreting services are provided to the courts.

Recruit and train freelance interpreters and new employees. Conduct orientation and perform job-shadowing duties.

Attend assigned court proceedings in order to interpret the non-English speakers' spoken word.

Translate documents as required by the court.

Senior Court Service Officer (cont.)

Keep accurate record of all assignments.

Enter data regarding completed assignments into the appropriate database on a daily basis.

Maintain and update a file of new or unusual terminology that is spoken in court proceedings.

Attend professional development seminars and conferences.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

(KSA's may vary depending upon assignment.)

Knowledge of penal rules and regulations. Knowledge of jail booking procedures. Knowledge of court procedures and court scheduling. Knowledge of laws and procedures relating to maintenance of confidential court records. Knowledge of interviewing techniques.

Ability to become familiar with criminal justice agencies and applicable community resources. Ability to develop and maintain effective working relationships with these agencies. Ability to learn and operate various criminal justice information systems. Ability to communicate effectively, orally and in writing.

Must be fluent in speaking and writing English as well as Spanish. Must be proficient in both the source language and the target language. Ability to communicate with coworkers, management, staff, the general public, and others in a courteous and professional manner. Ability to handle sensitive matters with integrity and confidentiality. Ability to handle individuals who are under stress with courtesy, tact and patience. Ability to handle multiple tasks with deadline requirements. Ability to maintain efficient and effective work methods and procedures.

Ability to understand and carry out complex oral and written instructions.

Ability to interact professionally and maintain effective working relationships with superiors, coworkers, government officials and the public. Ability to use standard office practices, procedures and equipment. Knowledge of applicable state statutes, rules, regulations, laws and ordinances. Ability to work in a fast-paced, automated environment with many interruptions. Ability to use word-processing, spreadsheet and e-mail applications and utilize in-house programs.

(Senior Court Services Officer continued)

MINIMUM QUALIFICATIONS

Pre-Trial Services Program

Bachelor's degree in Criminal Justice, Public Administration, Social Science or related field, and three (3) years related experience.

A comparable amount of education, training and experience may substitute for the minimum experience.

Must pass FDLE state certifications and NCIC/FCIC requirements. Must have no felony convictions.

Court Interpreter Services

Bachelor's degree in Language Arts, Business Administration, Public Administration, English, Social Science, Psychology or related field and three years of progressively responsible experience in a court environment translating and interpreting testimony and court documents.

A comparable amount of education, training and experience may substitute for the minimum experience.

If assigned to Court Interpretation must obtain federal court interpreter certification or state court interpreter qualification within one year of employment.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional manuals, documents, abstracts, procedures and policies; legal documents, memos, letters and summaries. Ability to perform general mathematical functions. Ability to speak clearly and concisely, relating technical information, data and details to layman; public/extemporaneous speaking. Ability to write complex reports relating information and theoretical concepts. Ability to read and prepare financial reports and statements.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

New 10/94
Revised 2/97
Revised 9/02