



King County Spanish Interpreter (Term-Limited Temporary)

SALARY	\$43.97 - \$55.74 Hourly	LOCATION	Seattle, WA
JOB TYPE	Term Limited Temporary, Full Time, 40 hrs/wk	JOB NUMBER	2024FF22227
DEPARTMENT	DPD - Dept of Public Defense	DIVISION	Director's Office
OPENING DATE	07/09/2024	CLOSING DATE	Continuous
FLSA	Non-Exempt	BARGAINING UNIT	A8 : SEIU L925-DPD-Staff
FULL- OR PART-TIME	Full Time	HOURS/WEEK	40 hours/week

Summary



King County's Department of Public Defense is hiring for a **Term-Limited Temporary Public Defense Spanish Interpreter** who will perform interpretation and translation services to clients, enabling them to navigate the criminal legal system with their attorney. They perform interpretation of client/attorney jail visits and may provide sight translations as needed. This position requires in-person work with clients who are detained in the [Maleng Regional Justice Center](#) (Kent).

WHY JOIN DPD?

The Department of Public Defense (DPD) provides high quality legal representation to indigent clients in felonies, misdemeanors, juvenile defense, family defense (dependency cases), involuntary commitment (mental illness), sex offender commitment, and inquests.

We also advocate to reduce the harm and reach of the criminal legal system and civil legal systems that restrict our clients' liberty and to address systemic racism. We strive to create a flexible workplace culture that is inclusive, respectful, and supportive, premised on a shared anti-oppression framework. To learn more about DPD, visit our [website](#).

Job Duties

ESSENTIAL JOB FUNCTIONS AND DUTIES include but are not limited to the following:

Administrative Support:

- Performs sight translation of documents that occurs when an interpreter is given a written document in one language and asked to read it aloud in another language.
- Interprets in consecutive and simultaneous modes from and into English and Spanish in a non-courtroom setting.
- Researches and understands terminology used in court and functions of the court, which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Maintains absolute confidentiality of work-related issues, client records, and restricted County information.

Customer Service and Communication:

- Provide excellent customer service.
 - Demonstrates and practices cultural sensitivity when engaging a diverse population.
 - Uses professional communication skills and demonstrates empathy with DPD's clients many of whom suffer from trauma and/or mental illness, via the phone and in-person.
 - Reliably answers and returns calls, providing the DPD community authentic support and demonstrating a willingness to assist them.
 - Leads two-way telephonic interpretations between attorney and client as required.
 - Accurately interprets from and into English and Spanish at client/attorney jail visits, including translating both written and verbal communication.
 - Provides interpretation services as required in-person and by phone interview conferences at both the King County Correctional Facility (Seattle) and the Maleng Regional Justice Center (Kent).
 - Communicates with attorney and client concerning court proceedings at all stages.

Other Functions:

- Performs other related duties as required.

The Department reserves the right to assign additional duties in support of DPD's mission.

Detailed specifics of job duties are assigned by case type and division.

Experience, Qualifications, Knowledge, Skills

REQUIRED QUALIFICATIONS:

- Court interpreter certification in Spanish through the Washington State Administrative Office of the Courts (AOC).
- Two years of experience interpreting in a legal environment.
- Familiarity with the general range of regional and cultural variations in Spanish.
- Must be at least 21 years of age.
- Washington State Driver's License or ability to travel to required destinations.

KNOWLEDGE OF:

- The use of proper English grammar and spelling.
- Working with diverse populations and/or emotional situations with cultural sensitivity.
- Conflict resolution and problem-solving techniques, including resourcefulness, creativity, and quick thinking.
- And skill in precise and accurate simultaneous and consecutive interpretation and sight translation, as well as knowledge of which interpreting mode is appropriate for each situation.
- Federal, state and local legislation (RCWs) pertaining to interpreters.
- court procedures, rules, regulations, and practices, including criminal case processes.
- And ability to apply principles, practices, and codes of interpreter ethics, protocol, guidelines, standards, and methodology.

ABILITY TO:

- Provide excellent customer service, including communicating with people of diverse backgrounds, who may be experiencing stress, trauma, and/or suffering from mental illness.
- Communicate effectively and fluently; speak and write in both in English and Spanish.

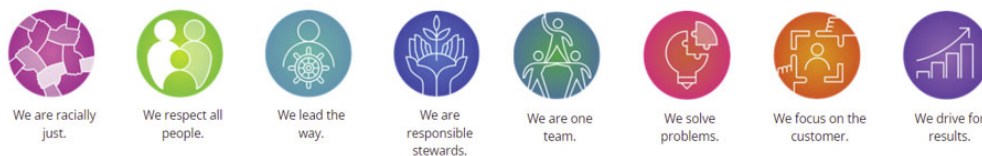
- Perform de-escalation techniques to clients/visitors in distress via phone and in person.
- Accurately convey meaning without editing, summarizing, adding, or omitting meaning, using correct grammar and vocabulary.
- Interpret accurately from and into English and Spanish and remain impartial, including in adversarial and emotionally charged situations.
- Work under pressure, managing multiple priorities to meet competing demands and deadlines and manage crisis situations.
- Establish and maintain effective working relationships with attorneys, employees, other agencies, and the public.
- Use office productivity tools such as Microsoft Office 365 (Excel, Word, and Outlook), proprietary case management systems, and internet search engines.

The following qualifications are a plus:

- Bachelor's degree in a foreign language or the equivalent in study and experience.
- Have lived experience involving the criminal legal system.

Supplemental Information

At King County, our work is guided by our True North and values. Our True North is what we aspire to: Making King County a welcoming community where every person can thrive.



King County offers great benefits, to include a pension plan, holidays, transit pass, plus training and education opportunities to promote growth and development.

Our focus is to provide our employees with work life balance.

- **100% premium paid** healthcare plans
- **Paid** Orca Card allowing multiple transportation options to/from the office
- **On-Site** exercise facilities and bike storage
- **Paid** vacation time (in addition to paid holidays)
- **Twelve** paid holidays and *Two Additional* personal holidays
- **Paid** sick leave
- **Paid** parental leave
- **Deferred** compensation plan
- **Employer Contributions** to state pension plan
- **Awesome** Employee Giving Program

ARE YOU READY TO APPLY?

This opportunity to join DPD is open to all applicants. Please apply at www.kingcounty.gov/careers.

This recruitment will be used to fill one (1) **Term-Limited Temporary** position. This assignment is anticipated to last for up to 1-year but has the ability to be extended or end early based on business needs.

This position will provide services to all four divisions. DPD Ethical Walls Policies and Procedures will apply to applicants, such that if you work or have worked for one of DPD's divisions, you may be ineligible for this position.

To be considered for this role submit the following items:

- Completed King County application.

If you have questions, please contact:

Falisha Forgash, Senior Human Resource Analyst

fforgash@kingcounty.gov

206-263-2041

WORK SCHEDULE AND LOCATION:

The successful candidate for this position should expect to work on-site at DPD's Kent offices and the [Maleng Regional Justice Center](#) (Kent). Onsite reporting requirements are determined by the departments operational needs and may be adjusted accordingly.

DPD maintains physical offices in the following locations:

- Dexter Horton Building, 710 Second Avenue, Seattle
- Jefferson Street Building, 1401 East Jefferson, Seattle
- Meeker Street Building, 420 West Harrison Street, Kent

Rotations of work location and [practice area](#) and/or workflow are an essential function and can occur based on business need.

The typical workweek is 40 hours per week, Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is non-exempt from the provisions of the Fair Labor Standards Act and is eligible for overtime pay.

DPD Policies

[DPD Ethical Walls Policies and Procedures](#) will apply to applicants, such that if you work or have worked for one of DPD's divisions, you may be ineligible to work in another division.

[Outside Work Policy for Administrative Staff](#) will apply to applicants, such that you must receive approval from your supervisor and Managing Attorney before being permitted to engage in outside employment for compensation or volunteer.

Union Membership

Positions in this classification are recognized by Service Employees International Union, Local 925.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions, please contact the recruiter listed on this job announcement.

SALARY AND BENEFITS:

In accordance with RCW 49.58.110, this salary reflects the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. King County offers a comprehensive benefits package which includes paid sick and vacation leave; paid holidays; medical, dental, vision, flexible spending accounts, life and disability insurance for employees and dependents; retirement and deferred compensation. For additional information, please review the detailed [summary of benefits](#) offered by King County.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

Address

King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>

Spanish Interpreter (Term-Limited Temporary) Supplemental Questionnaire

***QUESTION 1**

Do you possess a court interpreter certification in Spanish through the Washington State Administrative Office of the Courts (AOC)?

- Yes
- No

***QUESTION 2**

Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? AND Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? AND Do you possess the skills and abilities to qualify for this position?

- Yes, I was given a layoff notice from my Career Service role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
- No.

QUESTION 3

If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

* Required Question