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**MUNICIPAL COURT OF ATLANTA  
COURT INTERPRETER – SPANISH LANGUAGE**

**SALARY RANGE\*: \$40,600- \$61,000**

FULL BENEFITS PACKAGE INCLUDING RETIREMENT PLAN AND HEALTHCARE OPTIONS  
APPLICATIONS ACCEPTED UNTIL JUNE 1, 2016

**THE POSITION**

The incumbent in this full-time staff position is responsible for performing a variety of tasks related to providing language interpretation and translation for court proceedings as well as providing customer service and administrative/clerical support to ensure due process and fair and equal access to court services. The incumbent provides services under prescribed rules and regulations as provided. Duties include, but are not limited to: interpreting the spoken or written word from a source language to a target language; translating court evidence to a target language; coordinating interpreter services; translating customer service documents; organizing and maintaining files; and processing customer service related paperwork.

**MINIMUM REQUIREMENTS**

High school diploma or GED required. Seeking those with current certification for language interpretation or must be conditionally approved through an eligible court interpreter commission or association per given guidelines (e.g. the Georgia Commission on Interpreters or equivalent state/federal commission). Two or more years of professional court interpretation experience required, preferably in a high-volume court environment. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position will be considered. Successful candidates for this bilingual language position must be proficient in both English and Spanish.

**SPECIAL REQUIREMENTS**

Eligible applicants must submit supplemental information as required during the application process to be considered (see application). Verification of certification required for successful candidates. A physical examination including a drug screen and background checks including criminal history background must be completed with favorable results for any successful candidate.

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THE CITY OF ATLANTA EMPLOYMENT OFFICE WILL BE ACCEPTING APPLICATIONS ONLINE AT THE WEBSITE LISTED BELOW.

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Resumes will not be accepted in lieu of application

**Applications accepted online at [www.atlantaga.gov](http://www.atlantaga.gov)**, go to “Careers” link

Additional information about the application process should be directed to:

City of Atlanta Department of Human Resources

City Hall Tower, 68 Mitchell Street, SW, Suite 2107, Atlanta, Georgia 30335-0306

Phone (404) 330-6369 [talent@atlantaga.gov](mailto:talent@atlantaga.gov)

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Equal Employment Opportunity Employer

Applicants must be eligible to work in the United States of America

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**\*Salary range pending legislative approval. Current salary range: \$38,300 - \$57,500**