



**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**TITLE STANDARD:**

**PRINCIPAL COURT INTERPRETER**

**Effective Date:** 12/01/2006  
**Title Code Number:** 9463250  
**Salary Grade:** 23  
**Jurisdictional Classification:** NC

**DISTINGUISHING FEATURES OF WORK:**

Under the direction of a District Executive, or Chief Clerk, Principal Court Interpreters are the highest ranking Court Interpreter in a citywide court or Judicial District. They are responsible for ensuring prompt, accurate, and consistent, oral, written, and sign interpreting services. Principal Court Interpreters are also responsible for supervising, coordinating activities, and evaluating the performance of Senior Court Interpreters, Court Interpreters, and voucher paid interpreters. Principal Court Interpreters maintain a schedule of interpreters assigned to courts or districts, and make recommendations related to interpreter staffing. Principal Court Interpreters interpret between English and another language, collect and analyze statistics related to interpreter services, perform clerical and administrative tasks, and other related duties.

**TYPICAL DUTIES:**

Monitors the quality of interpreting services, evaluates problems and recommends solutions related to interpreting services.

Plans and coordinates work schedules for all interpreters.

Trains subordinate staff and voucher paid interpreters.

Investigates and resolves complaints related to interpreter services.

Develops work performance standards and checks for compliance with instructions and procedures.

Evaluates court interpreters` language proficiency and overall performance based on observation and comments provided by judges and others.

Conducts performance evaluations.

Assists in the selection of court interpreters.

Provides court interpreters with guidance and supervises their work.

Provides information to court administrators to assist in further developing language services in the courts.

Interprets verbatim between English and another language in formal and informal settings.

Translates official, technical, medical and legal documents, certificates, letters, other written material and audio recordings into English or another language.

Reviews time and leave requests and maintains related records.

Collects statistics and prepares periodic reports.

Administers per diem interpreter proficiency tests, and obtains per diem interpreting services as necessary.

Assists non-English speaking persons in completing forms and preparing complaints.

May perform clerical tasks and answers routine inquiries from the public.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.*

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of planning, management and evaluation techniques.

Knowledge of English and another language including grammar, usage, and punctuation, as well as street language or slang, equivalent to that of a person using the language on an everyday basis.

Knowledge of court procedures and practices and legal terminology.

Ability to train and lead subordinates and coordinate the activities of a subordinate staff.

Ability to evaluate staff performance against job requirements.

Ability to obtain information and solve problems.

Ability to establish work priorities.

Ability to simultaneously and accurately interpret oral exchanges between English and another

language.

Ability to communicate effectively with persons of varying linguistic levels.

Ability to translate written documents.

Ability to read, write, and communicate verbally in a clear and concise manner.

**QUALIFICATIONS:**

One year of service in the Senior Court Interpreter title;

**or**

An equivalent combination of education and experience.