

*****Posted on WITS website December 15th, 2010*****

CHELAN COUNTY DISTRICT COURT

Position Announcement

Certified Court Interpreter/Bailiff

SALARY & BENEFITS: Step 1 - \$3,695.90 per month to start. A choice of Chelan County benefits is available.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent, or any combination of education and experience which provides the following knowledge and skills: knowledge of the operation of the court and case processing activity; knowledge of office practices; ability to work independently and in a high-pressure work environment; ability to make responsible decisions in accordance with laws, court policies and procedures; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with co-workers, public officials and the general public; and skill in operating standard office machines and equipment, including computers. Fluent bilingual English/ Spanish ability is required. Consecutive and simultaneous interpretation ability required. **Certification by the Washington State Administrative Offices for the Courts, or eligibility for Washington State certification via interstate reciprocity, is mandatory.**

SPECIAL REQUIREMENTS: Work is performed in an office environment. On occasion the employee may be exposed to potentially anti-social behavior. Sitting or standing for extended periods of time, and dexterity to operate a computer terminal is required. The position requires tact, accuracy, judgment, and may involve disturbances of workflow, and/or irregularities in work schedule. The Certified Interpreter/Bailiff will be required to provide administrative support to contribute to the maintenance of order, the smoothness and effectiveness of the proceedings, and the administration of justice.

APPLICATION PROCEDURE: To apply for this position, submit a cover letter, a completed District Court Application form, **and** a resume outlining work experience and education along with two professional references to:

Patty King, Court Administrator
Chelan County District Court
Chelan County Courthouse, 4th Level
PO Box 2686
Wenatchee WA 98807-2686
(509) 667-6394 FAX (509) 667-6456

(Over)

Applications from persons within the Courthouse bargaining unit must be received by Monday, December 28, 2010 at 5 pm.

PLEASE NOTE: Chelan County has a non-smoking policy in all County facilities.

In compliance with the Immigration Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Such proof must be presented prior to starting employment.

It is the policy of the District Court to provide equal employment opportunity to all persons. All recruitment and hiring shall be done without regard to race, color, creed, sex, physical sensory and mental handicap, national origin, age, martial status, or sexual preference.

Example of Anticipated Duties: Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.

- ◆ Provides interpreter services in both courtrooms, public areas, clerk's office, and on the phone when requested.
- ◆ Prepares courtrooms for court sessions, including posting of courtroom schedules, providing information to the public, and preparing court related documents.
- ◆ Announces and attends court sessions, including making sure that a clerk, the attorneys, and the litigants are assembled; announcing the entrance of the judge to the courtroom; and responding to special requests from the judge.
- ◆ Monitors and provides support to jury functions; provides assistance and relays questions from the jury to the judge during deliberations; informs the judge, clerk, attorneys, and the litigants when the jury has arrived at a verdict; stays with and attends to the needs of a sequestered jury.
- ◆ Insures the security and safety of the courtroom, maintains the decorum and solemnity of the proceedings, and removes any person whose conduct is disruptive or improper.
- ◆ Provides clerical assistance in the court's office, including filing, retrieving, and preparing court related documents; prepares court correspondence for mailing; and maintains courtroom and office supplies and forms.
- ◆ Performs other duties as required.

Chelan County

Certified Court Interpreter/Court Bailiff Job Description

Job Title:	Certified Court Interpreter/Court Bailiff
Department:	District Court
Reports To:	Patricia L. King, Court Administrator
FLSA Status:	Nonexempt
Pay Grade:	A071
Job Status:	Full-Time
Union Status:	
Prepared By:	Patty King, Court Administrator
Prepared Date:	
Approved By:	P. King January 27, 2006
Last Updated:	

SUMMARY

The bailiff/interpreter performs a variety of duties related to courtroom activities and courtroom security. Serves as an interpreter for Spanish speaking defendants and witnesses as required. Maintains order in courtroom and guards jury from outside contact by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Providing interpreter services in courtrooms, public areas, and clerk's office.
- Checking courtroom, jury rooms, and other areas of the court for security and cleanliness, and screens persons entering judge's chambers and courtrooms. Posts court calendars daily
- Maintaining courtroom and office supplies and forms.
- Maintaining the decorum and solemnity of courtroom proceedings, and removing any person whose conduct is disruptive or improper.
- Collecting and retaining unauthorized firearms from persons entering courtroom.
- Escorting jurors throughout trial process to prevent jury contact with public. Serving as liaison for the judges, jurors, and counsel; transferring documents to the bench, jurors and counsel.
- Performing a variety of miscellaneous tasks such as delivering paperwork to other departments, making copies, filing, preparing court correspondence for mailing, assisting in administrative support when necessary.
- Reporting need for police or medical assistance to the appropriate agency.
- Insuring readiness for court proceedings. Opening court by announcing entrance of Judge.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Fluent bi-lingual English/Spanish speaking and translation ability is required. Must have thorough knowledge in Spanish and English legal terminology.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to diffuse anger and hostility in court participants.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified by the Office of the Administrator for the Courts as a qualified court interpreter in the Spanish language.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**CHELAN COUNTY DISTRICT COURT
EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap or any other legally protested status.

PLEASE PRINT

Position(s) applied for: _____

Date of application: _____

How did you learn about us?

_____ Advertisement _____ Friend _____ Relative _____ Walk In

_____ Employment Agency _____ Other _____

=====

United States military?

_____ Yes _____ No

SPECIAL SKILLS AND QUALIFICATIONS

(Write number of years experience on the line next to each skill)

Personal Computer

- _____ Word Processing
- _____ Spreadsheet
- _____ Data Base
- _____ Desktop Publishing
- _____ Programming
- _____ Scanning

General Office Machines and Skills

- _____ 10 Key/Calculator
- _____ Typing _____ WPM
- _____ Keyboard/Data Entry _____ WPM
- _____ Shorthand _____ WPM
- _____ Dictation Equipment
- _____ PBX
- _____ Fax Machine

Mainframe Computer

- _____ Operation
- _____ Programming
- _____ Data Entry

Networking:

- _____ Internet
- _____ Intranet
- _____ Email
- _____ Website Design

REFERENCES

Give name, address, and telephone number of three persons whom Chelan County should contact, other than former employers or your relatives, who have knowledge of your work habits and abilities, and have known you at least 1 year.

Name

Address

Telephone

EDUCATION

School Name And Location	High School				Undergraduate College/University				Graduate / Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Decree?												

Describe Course of Study			
Describe any specialized training, apprenticeship, skills, and extra-curricular activities.			
Describe any honors you have received.			
State any additional information you feel may be helpful to us in considering your application.			

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ, AND/OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap, or other protected status.

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
ADDRESS		From	To	
TELEPHONE #		SALARY		
JOB TITLE	SUPERVISOR	Start	Final	
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		From	To	
ADDRESS				
TELEPHONE #		SALARY		
		Start	Final	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		From	To	
ADDRESS				
TELEPHONE #		SALARY		
		Start	Final	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		From	To	
ADDRESS				
TELEPHONE #		SALARY		
		Start	Final	
JOB TITLE	SUPERVISOR			

REASON FOR LEAVING	
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IF YOU NEED ADDITIONAL SPACE, CONTINUE ON A SEPARATE SHEET

SPECIAL SKILLS AND QUALIFICATIONS

List any other skills, abilities or experience you possess that you believe may be relevant to this position.

APPLICANT'S STATEMENT

I certify that answers given are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

SIGNATURE OF APPLICANT

DATE

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT. As an equal opportunity employer, Chelan County does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disability, martial status, prior military service, political affiliation, or any other legally protected status. Chelan County is most willing to accommodate disabled individuals to allow for an equal opportunity to interview for this position.

*****Posted on WITS website October 19th, 2010*****

Friends of Recycling and Composting (FORC) Outreach Specialist

*This position supports the City of Seattle's Friends of Recycling and Composting (FORC) program, which Cascadia Consulting Group runs. Outreach efforts focus on increasing the use of food waste collection (compost collection) among apartment and condominium complexes with multilingual populations. If you speak one of the following languages, please consider applying for this position: **Amharic, Cambodian, Cantonese, Korean, Laotian, Mandarin, Oromo, Russian, Somali, Spanish, Tagalog, Tigrinya, Vietnamese***

Position Details:

Begins: immediately

Concludes: all outreach and trainings **must** be completed by November 21st

Anticipated workload: ~30 hours of work (pay is \$15/hour)

Geographic area: within the City of Seattle

Schedule: flexible

Specific duties:

- Translate basic outreach documents
- Potential opportunity to interpret for a volunteer training
- **Conduct outreach to the following groups:**
 1. *Managers of apartment and condominium complexes with large populations of non-English speakers* The goal of this outreach is to have managers sign up their complex for food waste collection (compost collection).
 2. *Apartment or condominium complex residents who speak a non-English language and who are willing to take a leadership role in their complex's composting efforts* This component of outreach focuses on the recruitment and training of "FORC Stewards." FORC Stewards are the composting 'go to' person for their complex. They will be trained in how to educate, monitor, and serve as a general resource for their community. The goal of this outreach is to recruit as many FORC Stewards as possible.

To apply for this Outreach Specialist Position, please contact Gwen Vernon at 206-449-1101 or gwen@cascadiaconsulting.com.

Elisabeth Vasquez Hein

International Services Programs Manager

+ American Red Cross Serving King & Kitsap Counties

Tel: 206.720.5299 / 360.377.3761 ext. 13006

Email: elisabeth.hein@seattleredcross.org

Website: www.seattleredcross.org

*****Posted on WITS website June 25th, 2010*****

**Canyon County
Vacancy Announcement
Open Recruitment**

REGIONAL CERTIFIED COURT INTERPRETER

DEPARTMENT: Trial Court Administration **SALARY:** \$17.73/hr-\$19.42/hr DOE

CLASSIFIED: Canyon County Personnel Rule 5.3 **FLSA STATUS:** Covered

Applications: Employees wishing to apply for this position must complete an application in the Human Resources Department prior to the application review date listed below. There may be additional forms necessary to complete the application process. **Contact:** Amy Rosebrock, HR Specialist, Ext. 6610.

Canyon County Personnel Rule 8.9(A): Employees wishing to apply for the position must do so by the application review date of the in-house recruitment which shall be a minimum of three (3) working days. First consideration in filling the vacancy may be given to qualified County employees. @ EOE

Job Summary: The principal function of an employee in this class is to facilitate in-court communication between District and Magistrate Court personnel and the general public by interpreting court proceedings for the non-English speaking public. This position also translates incoming and outgoing mail, and translates legal documents generated by the court. The work is performed under the supervision of the Trial Court Administrator, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

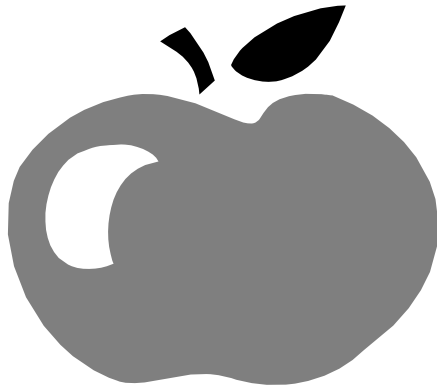
Minimum Education and/or Experience: High school diploma or GED equivalency is required and bachelors degree in a designated foreign (non-English) language is preferred; and Four (4) years experience as a translator/interpreter with the designated language (Spanish) is **required**; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work; Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Special Qualifications: Idaho court interpreter certification, federal court certification or certification by another consortium member state, **required** to apply; Idaho drivers license.

***** Position will require 20-30 hours/week only and includes benefits.**

Application Review Begins 7/1/2010

*****POSTED 6/9/10 ON WITS WEBSITE*****



CHELAN COUNTY SUPERIOR COURT
Position Announcement
Certified Court Interpreter/Bailiff

SALARY & BENEFITS: Beginning salary \$3,695.90 - \$4,259.52/month DOE and Chelan County Commission approval. A choice of Chelan County benefits is available.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent, knowledge of the operation of the court and case processing activity; knowledge of office practices; ability to work independently and in a high-pressure work environment; ability to make responsible decisions in accordance with laws, court policies and procedures; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with co-workers, public officials and the general public; and skill in operating standard office machines and equipment, including computers. **Fluent bilingual English/ Spanish ability is required. Consecutive and simultaneous interpretation ability required. Washington State, Oregon State or Federal Court certification required. Depending on applicant pool, certification from other states may be considered.**

SPECIAL REQUIREMENTS: Work is performed in an office environment. On occasion the employee may be exposed to potentially anti-social behavior. Sitting or standing for extended periods of time, and dexterity to operate a computer terminal is required. The position requires tact, accuracy, judgment, and may involve disturbances of workflow, and/or irregularities in work schedule. The Interpreter/Bailiff will be required to provide administrative support to contribute to the maintenance of order, the smoothness and effectiveness of the proceedings, and the administration of justice.

APPLICATION PROCEDURE: To apply for this position, submit a cover letter **and** resumé outlining work experience and education along with two professional references to:

Fona Sugg, Judicial Assistant
Chelan County Superior Court
Chelan County Courthouse, 5th Level
PO Box 880
Wenatchee WA 98807-0880
(509) 667-6210 FAX (509) 667-6588

Position open until filled.

PLEASE NOTE: Chelan County has a non-smoking policy in all County facilities.

In compliance with the Immigration Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Such proof must be presented prior to starting employment.

It is the policy of the Superior Court to provide equal employment opportunity to all persons. All recruitment and hiring shall be done without regard to race, color, creed, sex, physical sensory and mental handicap, national origin, age, martial status, or sexual preference.

Example of Anticipated Duties: Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.

- ◆ Provides interpreter services in both courtrooms, public areas, and on the phone when requested.
- ◆ Assists Senior Law Clerk in implementation and effective operation of the Chelan County Superior Court Family Law Program. May require shift adjustment to facilitate evening pro se clinics.
- ◆ Translates documents for the court as needed.
- ◆ Assists in preparing courtrooms for court sessions, including posting of courtroom schedules, and providing information to the public, and preparing court related documents.
- ◆ Performs reception and secretarial duties as time permits.
- ◆ Performs other duties as required.

****POSTED 12/17/09 ON WITS WEBSITE****



**Position Announcement
BILINGUAL LEGAL ADVOCATE/PARALEGAL
Seattle, Washington**

Summary

NWIRP is currently seeking to fill a full time bilingual legal advocate/paralegal position in its Seattle office to work in its Violence Against Women Act (VAWA) unit. The applicant must be fluent in English and Spanish. The VAWA unit currently provides direct services, outreach and education throughout the state of Washington to immigrant survivors of domestic violence and other crimes. The unit processes the following case types: Self-petitions under VAWA, U visas, SIJS, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence. The legal advocate will also work with other staff members on different types of immigration cases as needed.

Responsibilities

- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents.
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information.
- Provide support to VAWA unit staff attorneys.
- Provide support to other staff members as needed.
- Participate in and coordinate outreach and educational workshops.
- Translate documents.
- Establish, organize and/or maintain files.
- Maintain document control, tracking and tracing; review case files.
- Search for and retrieve public and private records such as birth certificates or criminal histories.
- Review and edit documents for accuracy and completeness.
- Other tasks as assigned.

Professional Qualifications, Experience and Attributes

- Strong organizational skills and ability to work independently.
- Excellent written and oral communication skills including public speaking.
- Commitment to advancing and defending the legal rights of low-income immigrants and refugees.
- Must be bilingual (English and Spanish).
- Previous immigration law experience preferred.
- Previous work experience with survivors of domestic violence and/or people with disabilities desired.
- Commitment to working in a diverse and challenging environment.
- Ability to organize information in a clear and concise manner.
- Proficiency in use of automated software applications such as Microsoft Word and Excel.

Compensation: Salary \$32K - \$37K DOE and benefit package.

To Apply: Please send a

cover letter and resume. In your cover letter, please address why you would like to work for NWIRP, and how your qualifications best suit the position.

Deadline: The Hiring Committee will begin screening resumes on January 4, 2010. **Early submission is highly encouraged.** Position is open until filled.

How to submit materials:

Preferred by email: hr@nwirp.org and please include "Legal Advocate" in subject line.

Or by mail: Legal Advocate/Paralegal Search

Jennifer N. Brown

NWIRP

615 Second Avenue, Suite 400

Seattle, WA 98104

NWIRP is committed to diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, or disability.

****POSTED 12/17/09 ON WITS WEBSITE****



Position Announcement

BILINGUAL STAFF ATTORNEY

Moses Lake, Washington

Organizational Mission

Northwest Immigrant Rights Project (NWIRP) promotes justice for low-income immigrants by pursuing and defending their legal status. We focus on providing direct legal services, supported by our education and public policy work.

Background

NWIRP is an exciting and dynamic nonprofit immigrant rights organization that has been in operation for more than 25 years. NWIRP provides services at four sites in Washington State: Moses Lake, Seattle, Granger, and Tacoma (serving the Northwest Detention Center).

Moses Lake is a city of approximately 18,000 located in rural central eastern Washington (Grant County) about 100 miles west of Spokane. This office serves clients from Central and Eastern Washington, providing high quality immigration legal services in the areas of removal defense, protections for victims of domestic violence and other crimes (VAWA self-petitions, U visas), family visa petitions, citizenship, special immigrant juvenile status, asylum and others.

Primary Responsibilities

- Provide direct representation to clients before U.S. Citizenship and Immigration Services, the Immigration Court, the Board of Immigration Appeals, and the federal courts.
- Manage a substantial caseload in various areas of immigration law.
- Work as part of a team of advocates in their representation of clients, including being available to assist other advocates with legal research and case preparation.
- Respond to requests for information and legal advice from callers and “walk-ins.”
- Participate in outreach to the community and to service providers.

Professional Qualifications, Experience and Attributes

Required:

- Law degree and bar admission from any U.S. jurisdiction.
- Excellent written and oral communication skills.
- Fluency in both spoken and written Spanish and English mandatory.
- Commitment to working in a diverse and challenging environment.
- Commitment to advancing and defending the legal rights of low-income immigrants and refugees.
- Ability to collaborate effectively with other advocates and client groups.
- Comfortable in a small but busy office environment.
- Willingness to live in the Moses Lake area and ability to travel regularly to represent clients at government offices in Seattle, Yakima, and Spokane.

Compensation: Salary DOE and benefits package.

To Apply: Please send a resume and cover letter, addressing why you would like to work for NWIRP and how your qualifications best suit the position. Please also include a list of references.

Applications received by January 31, 2010 will receive full consideration. Applications will be accepted until the position is filled.

How to submit materials:

Preferred by email: hr@nwirp.org / Include "Moses Lakes" in the subject line.

Or by mail: Jennifer N. Brown

NWIRP

615 2nd Ave, Suite 400

Seattle, WA 98104-2244

NWIRP is committed to diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, or disability.

****POSTED 4/22/09 ON WITS WEBSITE****

We are currently recruiting a Pashto/Pushtu speaker to interpret for cancer patients in the Seattle area. Knowledge of medical terminology or experience interpreting is a plus. For information about our agency, please visit <http://www.aolti.com/>. If you are interested in working with us, please contact us with your resume, rates, and availability. Contact Kymber or Rachelle, (206) 521-8601.

Kymber@aolti.com, Rachelle@aolti.com.