

17TH JUDICIAL CIRCUIT COURT BOONE COUNTY

NON BARGAINING UNIT VACANCY: LANGUAGE ACCESS FACILITATOR & SPANISH COURT INTERPRETER

HOURS: 37.5 hours per week
8:30 am to 5:00 pm Monday through Friday

COMPENSATION: Range \$20.00 to \$30.00 per hour
Commensurable based on experience and credentials

The County participates in the Illinois Municipal Retirement Fund (IMRF) and offers a generous benefits package, including: health insurance, flexible spending accounts, an employee wellness program, term life insurance, supplemental insurance, thirteen (13) holidays, paid time-off (including vacation, personal, and sick leave), and a deferred compensation 457(b) plan.

LOCATION: Boone County Courthouse, 601 North Main Street, Belvidere, Illinois

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court is accepting applications for Language Access Facilitator & Spanish Court Interpreter at the Boone County Courthouse, which has four courtrooms. This position is charged with assuring that LEP persons enjoy equal access to justice, and increasing the efficiency, quality and uniformity of service provision.

Specific duties include:

- Coordinate foreign language and sign interpretation services.
- Maintain a centralized interpreter schedule and activity log, and compile statistical information.
- Schedule and oversee foreign language and sign language interpretation services.
- Perform simultaneous and consecutive Spanish interpreting for court proceedings both in-person and through video remote technology.
- Sight translation of written court forms and documents.
- Continually strive to improve skills and knowledge in order to advance their profession and credentials.
- Communicate effectively with co-workers and justice system partners.
- Act in accordance with the Illinois Supreme Court's Language Access Policy, the Illinois Supreme Court Code of Interpreter Ethics, as well as the 17th Judicial Circuit Court Language Access Plan.
- Assist with administrative functions like telephone coverage and other related duties as needed.
- Other duties as assigned by the Chief Judge, Presiding Judge of Boone County and Trial Court Administrator.
- Provide guidance on language access to other Boone County departments serving court involved individuals.

POSITION REQUIREMENTS:

- Completion of high school or GED.
- Native-like mastery of English and Spanish, and experience with court protocol and legal terminology.
- “Certified” or “Registered” status on the Illinois Supreme Court Language Interpreter Registry, or other court interpreter registries, is preferred.
- Strong understanding of Illinois Supreme Court Code of Interpreter Ethics (made available at <https://bit.ly/3Z3pU9j>).
- Cultural intelligence and knowledge of the dialectical varieties of English and Spanish, including regional colloquialisms and slang expressions.
- Knowledge of standards and laws pertaining to court interpreting and basic court procedure.
- Knowledge of basic clerical skills, including use of Microsoft Office and Outlook.
- Occasional travel may be required.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Kimberly Ackmann, Deputy Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
kackmann@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation, and drug testing.

POSTED: 04/29/2026

EXPIRATION: 5/27/2026

EQUAL OPPORTUNITY EMPLOYER