

**NCAOC Office of Language Access Services**

**NOTICE OF CONTINUOUS OPEN RECRUITMENT**

*Compensation Range: \$35.00 per hour - \$55.00 per hour  
(Depending on training, qualifications, and experience)*

The Office of Language Access Services of the North Carolina Administrative Office of the Courts seeks to contract with qualified court interpreters available to provide foreign language interpreting services to the North Carolina state court system in languages such as:

African languages	Micronesian languages	Haitian Creole
Indigenous languages of Mexico and Central America	(Marshallese, Chuukese, Pohnpeian)	Hmong
Arabic, Farsi, Urdu	Korean	Khmer (Cambodian)
Burmese, Karen, Haka Chin	Lao	Montagnard/Dega languages (Jarai, Rhadé, and others)
	Hindi, Gujarati, Nepali	

**ROLE SUMMARY**

North Carolina court interpreters play a key role in ensuring equal access to justice by performing a variety of language interpretation activities on an as-needed basis for the Court and for parties to proceedings, including witnesses and victims, criminal defendants, attorney and other court personnel.

**ETHICAL RESPONSIBILITIES**

Court interpreters are impartial and unbiased language conduits who facilitate communication while maintaining strict adherence to the Code of Ethical Conduct for court interpreters. Court interpreters are expected to render a complete and accurate interpretation or sight translation without altering, omitting, summarizing, adding anything to what is stated or written, and without offering an explanation or personal opinion. Court interpreters must employ the consecutive, simultaneous, and sight translation modes of interpretation where appropriate. Court interpreters shall protect the confidentiality of all privileged and other confidential information, and conduct themselves in a manner consistent with the dignity of the court.

**DUTIES OF THE PROFESSION**

- (a) Provide simultaneous interpretation, while employing direct speech, from English into the foreign language for parties with limited English proficiency during judicial proceedings.
- (b) Provide consecutive interpretation, while employing direct speech, from and into English and the foreign language during testimony from the witness stand, examination and cross-examinations, custody mediation sessions, and in other question-answer settings.
- (c) Perform sight translations of court documents, including, but not limited to, waivers, affidavits, plea transcripts and parenting agreements.

## **REQUIREMENTS**

Candidates must hold valid work authorization from the USCIS in order to contract with NCAOC to provide interpreting services. Candidates must be comfortable working in a legal setting with people from a wide variety of cultural and socioeconomic backgrounds and be familiar with the North Carolina judicial process, as well as with terminology used in the legal arena. Candidates should possess a superior command of both English and the foreign language of expertise, including knowledge of general vocabulary, idioms, slang, and regional colloquialisms. Interpreters who have attended the NCAOC Interpreter Orientation Training Class receive preference in case assignments – for information regarding training opportunities, please refer to the training link on our website: [www.nccourts.org/LanguageAccess](http://www.nccourts.org/LanguageAccess).

## **HOW TO APPLY**

Interested candidates should submit an [Application to Be a Registered Court Interpreter](#) and attach documentation supporting language certification and/or other credential claims, language proficiency testing results, and certificates of attendance to court-related training opportunities.

## **CONTACT US**

For more information, please go to our website: [www.nccourts.org/LanguageAccess](http://www.nccourts.org/LanguageAccess)

NCAOC Office of Language Access Services  
(919) 890-1407  
[OLAS@nccourts.org](mailto:OLAS@nccourts.org)