



REQUISITION INFORMATION

Date Submitted: 10/26/09 **Department Name:** Court Operations **Dept #:** 8055
Hiring Manager/Supervisor: Carol Westwood **Employee ID (Empl ID):** 811072605
Appointing Authority: Marcus Reinkensmeyer **Authorizer Employee ID (Empl ID):** 811049626
Requisition Completed By: Michelle Anderson
Recruiting Analyst: Loretta Price

POSTING INFORMATION

Position Number: 00067449
Recruitment Type: Classified Temporary Contract Grant-Funded On-Call
Posting Title: Translator
Posting Type: External (Open Competitive) **Vacancy Reason:** Job/Position Vacated
If applicable, this requisition is replacing (Employee Name) , **Employee ID (Empl ID)**
Posting Salary Range: \$19.65 - \$26.74
Advertising Information: No Ad **Accounting String:** 100-800-8051-HRAC-81252-PRHR
Number of candidates to be certified: Minimum (available positions + 4)
 Maximum (entire employment Register)
 Other (please specify:)

SCREENING CRITERIA

Geographic Preference: Any **Specific Location (if required):** Travel throughout Maricopa County to all court locations.

Special Status: Full Time **# Hours:** 40 **Shift:** Days

Minimum Education Required: C - High School Graduate / GED **and** **Minimum # Years Experience Required:** 6

Preferred Education Level: A - Not Indicated **and** **Preferred # Years Experience:**

Additional Competencies (computer skills, behavioral/on-the-job skills, etc): Bachelor's degree in Spanish, translation or interpretation of the Spanish Language and two (2) years of paid professional translating experience in a legal or government setting. Other combinations of education and experience can be substituted on a year-for-year basis. Certification with the American Translators Association (ATA) can substitute for the two years' experience. Must be open to professional editing and criticism by office supervisor(s) and must demonstrate the ability to work within a unit adhering to the unit's and office's policies and procedures. Required to submit samples of recent work product.

NOTE TO APPLICANTS: Please indicate any additional language skills on your application.

Licenses or Certifications Required: , ,

Licenses or Certifications Preferred: , ,



ESSENTIAL JOB TASKS are those primary responsibilities that the individual who holds the position must be able to perform unaided or with the assistance of an accommodation. Essential job tasks are those fundamental to successful performance of the position. Marginal job functions which may be performed by some incumbents on some occasions, but are incidental to the primary responsibilities of the position, are not considered essential job tasks.

The following should be carefully completed by someone familiar with the position to be filled (i.e. immediate supervisor, incumbent, etc.). Refer to the position description, or incumbent's performance plan as necessary. If you need clarification or assistance, contact your department's Personnel liaison or Recruiting Analyst.

IDENTIFY THE ESSENTIAL JOB TASKS of the position, indicating the percentage of time spent performing each task. Circle the appropriate responses for each task:

Task Letter Code	ESSENTIAL JOB TASKS: "DO" (action verb) + "WHAT" (immediate object)	% of time performing	Frequency performed	Does the position exist to perform this task?	Is there insufficient staff available to assist in performing this task?	Does this task require a high degree of specialized skill?	What is the consequence of the employee's inability to perform the task?
A.	Drafting documents in Spanish from documents in English and vice versa	50	constantly	yes	yes	yes	serious
B.	Transcription and translation of recorded interviews	50	constantly	yes	yes	yes	serious
C.			constantly	yes	yes	yes	minimal
D.			constantly	yes	yes	yes	minimal
E.			constantly	yes	yes	yes	minimal
F.			constantly	yes	yes	yes	minimal
G.			constantly	yes	yes	yes	minimal
H.			constantly	yes	yes	yes	minimal
I.			constantly	yes	yes	yes	minimal
J.			constantly	yes	yes	yes	minimal
K.			constantly	yes	yes	yes	minimal
L.			constantly	yes	yes	yes	minimal
M.			constantly	yes	yes	yes	minimal
N.			constantly	yes	yes	yes	minimal

The total does not have to equal 100%



ESSENTIAL FUNCTIONS ENVIRONMENT EVALUATION

The environments described are only representative of how the essential job tasks are currently performed or envisioned. As such, in order to accommodate a disability or limitation, the essential job tasks may be performed in ways other than described on this page.

A. WORK ENVIRONMENT

ENVIRONMENT:	Not Applicable	Rarely	Frequently	Constantly
indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
above 90 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
below 40 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
chemicals/fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
smoke/dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
wet/damp area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
confined area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stairs or ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
high noise level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dim lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bright lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
exposure to contagious diseases (see page 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. PHYSICAL ENVIRONMENT

TASK:	Not Applicable	Indicate the task letter(s) of the corresponding Essential Job Task(s) listed on page 2:
sitting	<input type="checkbox"/>	A,B
standing	<input checked="" type="checkbox"/>	
walking	<input checked="" type="checkbox"/>	
driving a vehicle	<input checked="" type="checkbox"/>	
speaking	<input type="checkbox"/>	A,B
hearing	<input type="checkbox"/>	A,B
seeing	<input type="checkbox"/>	A,B
reading	<input type="checkbox"/>	A,B
distinguishing colors	<input type="checkbox"/>	A,B
bending/kneeling	<input checked="" type="checkbox"/>	
reaching	<input checked="" type="checkbox"/>	
twisting	<input checked="" type="checkbox"/>	
climbing	<input checked="" type="checkbox"/>	
crawling	<input checked="" type="checkbox"/>	
crouching	<input checked="" type="checkbox"/>	
balancing	<input checked="" type="checkbox"/>	
wearing protective gear	<input checked="" type="checkbox"/>	
precise dexterity	<input type="checkbox"/>	A,B
other:	<input type="checkbox"/>	

C. SOCIAL ENVIRONMENT

FACTOR:	Not Applicable	Rarely	Frequently	Constantly
emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
traumatic subject matter (crime scenes, accidents, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
dangerous environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
time pressures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
high volume of work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
handling multiple or complicated tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
unscheduled tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
frequently changing tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
concentration/vigilance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
isolation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working in close physical proximity with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
public contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
overtime/rotating shifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. IF LIFTING, CARRYING, PUSHING, OR PULLING IS REQUIRED OF THE POSITION, MUST COMPLETE.

TASK:	Weight in pounds	Indicate the task letter(s) of the corresponding Essential Job Task(s) listed on page 2:
lifting floor to waist		
lifting waist to shoulder		
lifting shoulder to overhead		
carrying a distance of: feet		
Pushing/pulling a distance of: feet		
other:		

Completed by:
Title: Phone:



IMMUNIZATION & SCREENING REQUIREMENTS (If applicable)

If incumbent will be exposed to contagious disease, or requires profession-specific immunizations or screenings, this area must be completed. Check boxes for all required immunizations & screenings. For information on whether a screening is required or optional, please contact the Maricopa County Safety Office at 602-506-8601.

Type of immunization or health screening	Required after job offer made, prior to placement in the position	Required during employment	Evidence of immunity will substitute for proof of immunization. (if applicable)
Measles (Rubeola)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Rubella (German Measles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Varicella (Chicken Pox)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Mumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Tuberculosis (TB) screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Diphtheria-tetanus booster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Colorblind testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Tetanus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
OSHA Resp Protection Med Eval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
OSHA exams for asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
HEPA Mask screenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
N95 Particulant Respirator fit test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
CPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no

INSTRUCTIONS FOR COMPLETING THE PERSONNEL REQUISITION

FIELD	EXPLANATION
Department	Your Department Name and four digit Department Number
Hiring Manager/Supv	The name of the manager or supervisor in charge of the recruitment/interviewing or the manager/supervisor to whom this position reports.
Appointing Authority	Designated Department employee granted authority to approve/deny requisitions.
Requisition Completed By	The person completing the requisition; the Department Personnel liaison.
Recruiting Analyst	Name of your department's assigned HR Recruiting Analyst
Recruitment Type	PeopleSoft eRecruit recognizes three types of recruitments: Classified, Unclassified, or Detention Officer. These recruitment types determine the format and appearance of your posting and the candidates' online applications.
Posting Title	The working title for your position; the title you request for your Job Posting.
Posting Type	Job Postings may be Open Competitive or Internal. If Internal, a posting may be open internal to all county employees, all judicial branch employees, or be restricted to employees within a specific department or location (low-org).
Vacancy Reason	If this requisition is to replace a departing or separated employee, please select Job/Position Vacated, and specify the departing/separated employee.
Posting Salary Range	The salary range you wish to have on the Job Posting
Advertising Information	If you are requesting external advertising, please specify the advertising source. If you request an external ad, you must also supply the accounting string for billing purposes.
Geographic Preference	Candidates must select where in the County they are willing to work. If your position is located in an outlying geographic area (e.g., Wickenburg, Gila Bend) or you'd like a specific location/street address published in the posting, please identify.
Special Status	Is the position full-time, part-time, or contract?
Shift	Candidates have the option of specifying shifts they are willing to work. Available shift options are Days, Evenings, Nights, or Any/All. If your position requires working on a combination of shifts, rotating shifts, weekends, and/or holidays, select the Any/All option.
Education & Experience Levels	PeopleSoft requisitions require you to enter a minimum education level. Many positions at Maricopa County have a minimum education level, with a higher level preferred. For positions that allow for a substitution of experience for education (and vice versa), you must list the baseline minimum education and experience required, and then your preferred level. For example, a position may ask for a Bachelor's Degree and one year experience, but additional experience may sub for the degree required on a year for year basis. The minimum education would be high school, with minimum experience of 5 years. Your preferred education level would be the Bachelor's Degree, with preferred experience of at least 1 year.
Additional Competencies	Utilize this area to identify specific knowledge, skills, abilities and/or competencies required in the position. For example, skill in operating heavy equipment, ability to use MS Office applications, knowledge of Merit System Rules, etc. You may also use this area to more fully describe the required/preferred type of work experience and particular fields of study.
Licenses or Certificates	Many positions require specific types of driver's licenses or professional certifications. Please list them here. Candidates will select from a specific list in eRecruit. If the particular license is not available as a menu option, it will be asked as part of an applicant's question-set.
Essential Functions	Instructions are provided on page 2.