



JOB ANNOUNCEMENT

Clerical Support/Interpreter (Part-time)

The Law Foundation of Silicon Valley advances the rights of under-represented individuals and families in our diverse community through legal services, strategic advocacy, and educational outreach. With almost 90 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative, flexible and fun, with plenty of opportunities for professional growth.

JOB DESCRIPTION:

The position will be responsible for timely data entry of client and case representation information in the Mental Health Advocacy Project (MHAP) program client database. This position will also be responsible for listening to, understanding, and translating spoken or written statements and legal documents from English to Spanish and from Spanish to English for the Law Foundation of Silicon Valley's Housing Practice.

Specific duties include:

Clerical Support:

- Support MHAP contract management obligations by inputting client and case representation information into MHAP's case management system.
- Ensure accurate and timely data entry, in order to meet monthly contract management requirements.
- Work in conjunction with MHAP Supervising and Directing Attorneys, and Contracts Manager/Office Manager to prioritize daily and weekly clerical support tasks.
- Maintain confidentiality of private client information.
- Perform other clerical functions, such as filing and copying, as needed.

Interpretation and Translation:

- Facilitates effective communication between attorneys and clients who do not speak a common language, by interpreting or translating one spoken or written language to another.
- Interprets/translates from English into Spanish, and Spanish into English using simultaneous, consecutive, and sight-translation modes; translations must be conveyed accurately, without editing, summarizing, adding or omitting meaning.
- Facilitates communication for people with limited English proficiency during court proceedings.
- Interprets both legal terminology and colloquial language.
- Reads aloud documents in a language other than that in which they were written.
- Researches and understands terminology used in legal proceedings.
- Translation of documents from English to Spanish and Spanish to English.
- Work in coordination with supervisors, program staff and volunteers.

Qualifications include:

- Bilingual in English and Spanish; able to correctly use English and Spanish language grammar and vocabulary.
- Extensive vocabulary in both English and Spanish.
- Ability to express thoughts clearly and concisely in both languages.
- Excellent note-taking techniques for consecutive interpreting.

- Ability to use specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Demonstrated experience working with and/or sensitivity to persons from diverse backgrounds.
- Strong interpersonal skills.
- Previous interpretation and translation work strongly desired.
- Ability to work independently and as part of a team.
- Detail-oriented.
- Ability to multi-task, track and meet deadlines.
- Interact professionally with office staff and clients.
- Flexible and able to manage dual role and associated tasks, and take direction from multiple sources.
- Experience using Microsoft Office: Access, Outlook, Excel, PowerPoint, Word.

Compensation:

\$16.00 per hour, 15-20 hours per week; flexible schedule to be determined during hire. The position is also eligible for additional bilingual pay of \$100.00 per month. This is a temporary 6 month position, with possibility of extension.

To Apply:

Send cover letter, resume and three references via email: jobs@lawfoundation.org. No phone inquiries, please.

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.