

Date Posted:

Job No 2023-5329

FORT BEND COUNTY
DEPARTMENT: COURTS ADMINISTRATION
JOB TITLE: PART-TIME LANGUAGE ACCESS PROGRAM SCHEDULER

Fort Bend County is ranked as one of the fastest growing counties in the nation. We have capitalized on not only the creed of our location, but on the "quality of life" for our families to call home. Our employees are the key to our success and the heartbeat of our foundation. The diversity and inclusivity of our community is our strength and at the forefront of a workplace environment welcoming to all. Live Here! Work Here!

JOB SUMMARY:

Serve in a part-time position performing clerical duties in the Courts Administration Department. This position will be available beginning July 25, 2023.

DUTIES & RESPONSIBILITIES:

- Outsources, procures, and schedules freelance/contract court interpreters for all languages, including sign language.
- Coordinates language access services and interpreters or translation requests through the newly implemented Language Access website.
- Requisitions the service of interpreters.
- Processes invoices for payments.
- Organizes and schedules interpreters for weekend and holiday Magistrate Court assignments.
- Monitors the Language Access mailbox where incoming language services requests may come directly addressed to the LAD, or any complaints, comments, or suggestions of our LAP and/or services.
- Answer telephone inquiries from interpreters and translators.

REQUIREMENTS:

- High School Diploma or GED; Associate's Degree or 2 years of related course work from an accredited college or university.
- Strong computer skills.
- Good organizational skills.
- Strong verbal and written communication, along with strong interpersonal skills and the ability to deal effectively with the public, other employees, and elected officials.

SALARY: \$20.00 per hour, Up to 29 hours per week

CLOSING DATE: Upon filling position

To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at www.fortbendcounty.jobs

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit www.fbctx.gov/comply

Fort Bend County is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. FBC complies with the Americans with Disabilities Act and all other applicable federal, state and local laws regarding disability discrimination and accommodation.