



Spanish Language Interpreter Job Description

Title: Spanish Language Interpreter

Start Date: Flexible

Hours: Full-time; Monday-Thursday 8am-6pm (part-time also available)

Supervisor: Attorney Erin Schutte Wadzinski

Location: 222 10th Street, Worthington, MN 56187

Salary Range: \$24.00--\$28.00 hourly / \$45,000--\$52,000 annually

The Spanish Language Interpreter at Kivu Immigration Law PLLC will be responsible for providing English/Spanish interpretation during client appointments as well as written translation of Spanish documents such as birth certificates, marriage certificates, and declarations.

Job Qualifications and Requirements

- Mindset:
 - A genuine willingness to embrace individuals from all regions of the world, regardless of race, religion, national origin, social class, political view, sexual orientation, or any other categorization
 - A friendly demeanor and an open-minded attitude to learn new things
 - A willingness to be a team player and work towards the common goals of Kivu Law
 - A willingness to abide by rules of confidentiality
- Skills:
 - Strong verbal and written communication skills in English and Spanish
 - Familiarity with US immigration law vocabulary and terminology in English and Spanish
 - Professional demeanor towards clients and colleagues
 - Ability to learn and use technology such as Camp Legal, Box, and Microsoft Office Suite
 - Dependability, reliability, and honesty
- Requirements:
 - Experience interpreting in a professional context