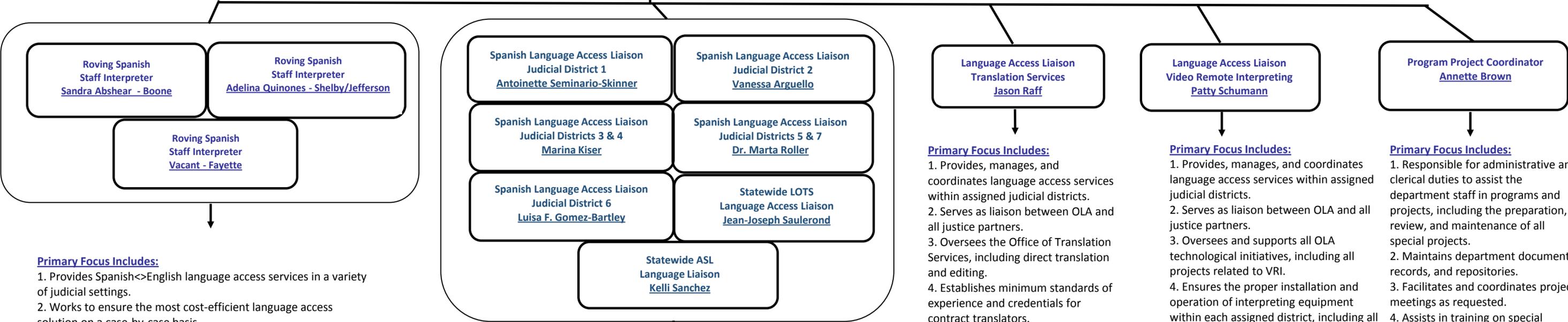


OFFICE OF LANGUAGE ACCESS
New Departmental Structure

Office of Legal Services
General Counsel
Marc Theriault

Office of Language Access
Manager
Joshua C. Elliott

- Primary Focus Includes:**
- Sets direction and monitors the execution of OLA activity within the Office
 - Interprets, reviews, and evaluates policy measures
 - Works closely with the Office of Legal Services to assist appointing authorities and Judges in limited



- Primary Focus Includes:**
1. Provides Spanish<>English language access services in a variety of judicial settings.
 2. Works to ensure the most cost-efficient language access solution on a case-by-case basis.
 3. Extensive travel throughout assigned judicial districts and the state.
 4. Ensures all language access services provided in compliance with state and federal mandates.
 5. Responsible for reporting all interpreted in-court, telephonic, and VRI events to OLA.

- Primary Focus Includes:**
1. Provides, manages, and coordinates language access services within assigned judicial districts.
 2. Serves as liaison between OLA and all justice partners.
 3. Works to find the most cost-efficient language access solution on a case-by-case basis.
 4. Monitors and evaluates the performance of assigned staff and freelance interpreters.
 5. Reviews, verifies, and approves all invoices from contract interpreters.
 6. Ensures language access services are carried out in compliance with laws and

- Primary Focus Includes:**
1. Provides, manages, and coordinates language access services within assigned judicial districts.
 2. Serves as liaison between OLA and all justice partners.
 3. Oversees the Office of Translation Services, including direct translation and editing.
 4. Establishes minimum standards of experience and credentials for contract translators.
 5. Oversees and maintains translation databases.
 6. Provides ongoing quality assurance of translated documents.

- Primary Focus Includes:**
1. Provides, manages, and coordinates language access services within assigned judicial districts.
 2. Serves as liaison between OLA and all justice partners.
 3. Oversees and supports all OLA technological initiatives, including all projects related to VRI.
 4. Ensures the proper installation and operation of interpreting equipment within each assigned district, including all VRI equipment.
 5. Oversees submission of quarterly and annual reports to OLA on court interpreter usage and other statistics as assigned.

- Primary Focus Includes:**
1. Responsible for administrative and clerical duties to assist the department staff in programs and projects, including the preparation, review, and maintenance of all special projects.
 2. Maintains department documents, records, and repositories.
 3. Facilitates and coordinates project meetings as requested.
 4. Assists in training on special projects.