



**TERRY NAFISI**  
District Court Executive and  
Clerk of Court

## UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

**WESTERN DIVISION**  
312 North Spring Street, Room G-8  
Los Angeles, CA 90012

**SOUTHERN DIVISION**  
411 West Fourth Street, Suite 1053  
Santa Ana, CA 92701-4516

**EASTERN DIVISION**  
3470 Twelfth Street, Room 134  
Riverside, CA 92501

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### NOTICE OF POSITION VACANCY

<b>Position:</b>	Staff Interpreter/Interpreter Services Manager	<b>Opening Date:</b>	February 21, 2012
<b>Classification Level:</b>	JSP 14	<b>Closing Date:</b>	March 9, 2012
<b>Salary Range:</b>	\$107, 701 - 140,000	<b>Number of Positions:</b>	One
<b>Location:</b>	Los Angeles, CA	<b>Vacancy Number:</b>	12-04

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### POSITION OVERVIEW

The United States District Court, Central District of California, Los Angeles, is recruiting for a Staff Interpreter/Interpreter Services Manager. The Staff Interpreter/Interpreter Services Manager reports to the Chief Deputy of Judicial Services. This position will require occasional travel to the courthouses in Santa Ana and Riverside.

Duties of the position include, but are not limited to:

- Manages the daily operations of the interpreter services department and other program areas based on qualifications.
- Screens, trains, supervises and evaluates staff and contract interpreters.
- Formulates and implements local court interpreter policies, standards, and procedures.
- Provides Spanish/English interpretation as needed in all court proceedings, including for courts using the Telephone Interpreting Program (TIP).
- Serves as Court's Access Coordinator recommending accommodations for persons with communication disabilities.
- Interacts effectively with all levels of court staff, judges, attorneys, contract interpreters, the general public, the Administrative Office of the United States Courts, and courts subscribing to the TIP program.
- Performs other duties as assigned.

### QUALIFICATIONS

- Candidate must be on the list of certified Spanish interpreters as promulgated by the Director of the Administrative Office of the United States Courts.
- Five years of full-time federal court interpreting experience.
- BA/BS degree, ATA certification, and prior supervisory experience are preferred.
- Broad court administration experience is preferred.
- Excellent interpersonal and customer service skills.

## **PHYSICAL REQUIREMENTS**

Successful candidate must be able to bend, pull, push and lift up to 20 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

## **BENEFITS**

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays; and flexible work schedule.

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov). As a condition of employment, the final candidate will be subject to a FBI background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed. All applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. Applicants can download an application from the court's web site at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov). Applications may also be obtained in the Human Resources Department at the address listed below, or by calling our 24-hour job information line at (213) 894-2904. Please submit completed application and resume to:

United States District Court  
Human Resources Department  
312 North Spring Street, Room 535  
Los Angeles, California 90012

The United States District Court is an Equal Employment Opportunity Employer