

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: AUGUST 23, 2012
POSITION: OFFICIAL COURT INTERPRETER
LOCATION: 500 Pearl Street
New York, New York
CLASS LEVEL: Up to JSP 14
SALARY: Up to \$109,022
(Depending on qualifications and experience)
CLOSING DATE: SEPTEMBER 6, 2012
ANNOUNCEMENT NO: 12-11

EQUAL OPPORTUNITY EMPLOYER

DUTIES AND RESPONSIBILITIES: The incumbent court interpreter (Spanish/English) primarily provides simultaneous, consecutive, and sight translation services for the Court at all proceedings from arraignments, through motions, hearings, trials, and sentencing; translates written documents to and from the Court, or transmitted to other parties. The court interpreter must follow ethics and protocol required of Federal Court Interpreters. When not interpreting, the incumbent will perform other duties as assigned by the Chief Court Interpreter, including, but not limited to, assisting in the scheduling of interpreted events and the hiring of contract interpreters, document translation, assisting contract interpreters of other languages, maintaining and updating the SDNY bilingual database or the SDNY webpage, preparing interpreter orientation material, and maintaining functional knowledge of the proper use and routine maintenance of the Court's interpreting equipment. The incumbent reports to the Chief Court Interpreter of the Southern District of New York.

REQUIRED QUALIFICATIONS: Certification from the Administrative Office of the United States Courts, and three years of specialized court interpreting experience, including at least one year equivalent to work at the JSP 13 level. The candidate must also have interpersonal skills to deal successfully and professionally with court personnel, the Bar, and the general public, both in and out of the courtroom. **The candidate must possess good oral and written communication skills.**

SPECIALIZED EXPERIENCE: Specialized experience is defined as experience that has provided the interpreter with the knowledge, skills and abilities to accurately and idiomatically render a message from the source language into the receptor language without additions, omissions or other misleading factors that in any way alter the intended meaning of the message from the source language speaker in a courtroom or legal environment.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience and a cover letter. **All applicants must include a copy of your Administrative Office Interpreter Certificate and Oral Examination Assessment Scores.**

PLEASE SUBMIT YOUR RESUME, COVER LETTER, CERTIFICATE AND SCORES TO:

United States District Court/Southern District of New York
Human Resources, Suite 820
500 Pearl Street
New York, New York 10007

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

APPLICANTS MUST BE UNITED STATES CITIZENS.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED