

**The United States District Court  
Southern District of Florida  
Notice of Vacancy  
AMENDED**

**Position:** Court Interpreter – **(Spanish/English)**  
**Announcement No:** 2014-CLK-07  
**Location:** Miami, Florida  
**Salary Range:** \$61,349 - \$134,322, (JS 11-14)  
Depending on experience and qualifications  
**Opening Date:** June 20, 2014  
**Closing Date:** July 8, 2014, Open until filled, with first review beginning July 8, 2014

**Overview:**

This position is located in the Interpreter Section of the Clerk's Office. The Court Interpreter provides interpretation services for **Spanish** speaking defendants, witnesses, sureties, and family members in all criminal court proceedings involving the United States government and translation services for the Court, as needed. The candidate will report directly to the Supervisory Interpreter.

Court Interpreters are responsible for:

Providing simultaneous and consecutive interpreting (**Spanish/English**) for in-court proceedings (trials, hearings, etc.) to defendants and defense witnesses who primarily speak a language other than English, or who do not have sufficient command of the English language to understand and communicate with the court, counsel, and probation service officers in all criminal and civil cases involving the United States government. Court Interpreters produce sight translation of relevant forms and documents, and may provide telephonic interpreting. Interpreters allow defendants to hear the evidence, assist in their own defense, confront witnesses, and to communicate effectively with the court, counsel, probation services officers, and others. Interpreters provide the means for non-English speaking defendants and defense witnesses to testify, and for defendants to be informed of the charging documents, bail forms, reports, including the pre-sentence report. When testimony is given in a foreign language, court interpreters protect the accuracy of the court record in English for consideration by court and jury. The use of competent interpreters in proceedings involving speakers of languages other than English is critical to ensure that justice is carried out fairly for the defendants and other stakeholders. The incumbent's work is an integral part of the efficiency with which the case flows through the court. Errors in judgment and interpretation inaccuracies could cause legal consequences for the defendant and others involved in the case. The incumbent will also provide translation services as required by the Court and will be required to provide telephonic interpreting services. The incumbent will be required to travel to other divisional offices as needed, and perform other duties as assigned within the Interpreters' Office.

**Requirements**

**To be considered for this position, candidate must have successfully completed the Federal Court Interpreter Certification Examination (FCICE) Applicants for this position must meet the experience requirements shown in the table below:**

### **Minimum Qualifications**

Successful completion of the Federal Court Interpreter Certification Examination (FCICE) is required for all staff court interpreters, and be federally certified by the Administrative Office of the U.S. Courts for Spanish/English proceedings at the time of application.

### **Experience Requirements**

In addition to meeting the certification requirements listed above, applicants for the court interpreter position must meet the experience requirements shown in the table below:

JSP Grade	Level Required Experience
11	None
12	Two years of specialized experience, including at least one year equivalent to work at the grade 11.
13	Two years of specialized experience, including at least one year equivalent to work at the grade 12.
14	Three years of specialized experience, including at least one year equivalent to work at the grade 13.

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 target language without any 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.

### **Additional Desirable Qualifications**

Desired qualifications include a Master's degree in Translation and Interpretation or a related field. Prior or current membership in a Professional court interpreter/translator association, desired. Experience working with people from a wide variety of backgrounds, cultures, and socioeconomic levels is desirable. Extensive knowledge of legal, highly technical, and colloquial vocabulary in **English and Spanish** is required. Active third language highly desired.

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Candidate must be able to balance the demands of varying workload responsibilities and deadlines.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

### **Benefits**

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.

- Participation in a pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investments opportunities through the Thrift Savings Plan (similar to a 401K plan).
- Electronic funds transfer (EFT) participation is required for payment of net pay.

### **Background Investigation**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed. This is not applicable to current Southern District of Florida employees.

### **How to Apply**

The court will screen all applications and the best qualified applicants will be invited for personal interviews.

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2014-CLK-07 in the subject line to:

flsd\_hrmail@FLSD.uscourts.gov

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including dates of employment, and salary history
- Resume should include your personal email address and salary history

**Please do not cut and paste your resume into your email.**

**If you do not follow all application requirements, your application will not be considered.**

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court – Human Resources  
400 North Miami Avenue, Room 08S47, Miami, FL 33128  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**