

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

Position: Court Interpreter – (Spanish/English)
Announcement No: 2016-CLK-13
Location: Miami, Florida
Salary Range: \$62,717 - \$137,324 (JS 11-14)
Depending on experience and qualifications
Opening Date: September 30, 2016
Closing Date: Open until filled, with first review beginning October 17, 2016

Overview:

This position is located in the Interpreter Section of the Clerk's Office in Miami. The Court Interpreter provides interpretation services for **Spanish** speaking defendants, witnesses, and sureties, in all criminal court proceedings instituted by the United States government and translation services for the Court, as needed. The candidate will report directly to the Supervisory Court 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 instituted by the United States government. Court Interpreters also produce sight translation of relevant forms and documents. The incumbent will also provide translation services as required by the Court and will be required to provide telephonic interpreting services. 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 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. Candidates must 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

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

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, maintain a professional and courteous demeanor, 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>

Employee 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. Court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue 13 days of paid vacation for the first three calendar years.
- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in a Group Life Insurance, Long Term Care Insurance, Long Term Disability Program.
- Participation in a pre-tax Flexible Spending Account.
- Participation in a Retirement Program with investments opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

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

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

Submit required application documents noted below electronically** in PDF (preferred), Word format noting the Announcement Number 2016-CLK-13 in the subject line, and email to: flsd_hrmail@flsd.uscourts.gov. If all required documents are not received; your application will not be considered.

1. Detailed resume (referencing announcement number), including salary history and personal email address.
2. Application for Judicial Branch Federal employment (AO 78).

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

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

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 08S72, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: 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