



NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Court Interpreter (English/Spanish)

Announcement No: 2021-CLK-16

Duty Station: Miami, Florida

Salary: \$68,864-\$150,777 (JSP11-14)

Depending on qualifications and prior federal experience

Position 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 translations 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



Important Dates

Opening: 9/1/2021

Closing: Open Until Filled

First review: 9/24/2021

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

2021- CLK-16 Court Interpreter (English/Spanish)

Page 2 of 3

testify, and for defendants to be informed of the charging documents, bail forms, reports, including the presentence report. When testimony is given in a foreign language, court interpreters protect the accuracy of the court record in English for consideration by the 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.

Experience Requirements:

To be considered for this position, the 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:

| JSP Grade | Level Required Experience |
|-----------|---------------------------------------|
| 11 | None |
| 12-13 | Two years of specialized experience |
| 14 | Three years of specialized experience |

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.

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. The ability to interpret using video-remote platforms such as Zoom is also 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 in a related field is desired. Active third language is desirable as well.

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-

2021- CLK-16 Court Interpreter (English/Spanish)

Page 3 of 3

based organization, and communicate effectively both orally and in writing. The candidate must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office and reports directly to the Supervisory Court Interpreter.

Benefits

Employees of the United States District Court are AExcepted Appointments@ and considered AAt-Will@ judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

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.

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

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.

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

United States District Court – Human Resources

400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717

General Information: (305) 523-5980

District Court Website: www.flsd.uscourts.gov

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

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER



How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:

flsd_hrmail@flsd.uscourts.gov

Subject Line: 2021-CLK-16

Attachments: Cover letter, resume, Federal Employment Application (AO 78)

*AO78 Application can be found on our web site www.flsd.uscourts.gov under the employment tab-how to apply

Selection Process:

Only qualified applicants will be considered. Incomplete application documents may not be considered.