

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

Position: Court Interpreter
Announcement No: 2013-CLK-04
Location: Miami, Florida
Salary Range: \$60,742 - \$132,995, (JS 11-14)
Depending on experience and qualifications
Opening Date: June 3, 2013
Closing Date: June 14, 2013, Open until filled

Overview:

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

Court Interpreters are responsible for:

Providing simultaneous and consecutive interpreting 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 be required to travel to other divisional offices, as needed, and perform other duties as assigned.

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 receptor 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 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 Program, Long Term Disability program
- Participation in a pre-tax Flexible Spending Account
- Participate in a Retirement Program with investments opportunities through the Thrift Savings Plan
- Mandatory EFT (electronic funds transfer) participation for payment of net pay

It is our honor and duty to provide the support needed to enable the Court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.

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), WordPerfect or Word format noting Announcement Number 2013-CLK-04 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 – Executive Office
400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717
General Information: (305) 523-5001
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