

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

Position Supervisory Court Interpreter (Spanish/English)
Announcement No: 2016-CLK-05
Location: Miami, Florida
Salary Range: JS 15 - \$124,253 -\$160,300 (commensurate with qualifications)
Opening Date: March 10, 2016
Closing Date: Open Until Filled, applications received by March 24, 2016, in first review

Position Overview

This position is located in the Clerk's Office of the United States District Court. The Supervisory Court Interpreter is responsible for managing and coordinating interpreting services within the Southern District of Florida. In addition to interpreting duties, the incumbent will be responsible for administrative and supervisory duties. The assignments indicated below are a secondary, but necessary, requirement of a high-volume court interpreting office.

Representative Duties

- Responsible for providing language services for the entire district. Assigns staff and contract interpreters as needed.
- Develops and maintains current rosters of professionally and language skilled interpreters for all languages (including Sign Language) in addition to the database maintained by the Administrative Office (AO).
- Develops requirements for recruiting and screening staff interpreters. Participates in the selection of candidates for vacant staff positions.
- Reviews and processes all applications and resumes from prospective contractor interpreters.
- Interviews all candidates and maintains updated lists of all qualified applicants for work in the court. Sets up and conducts individual and group orientations for newly certified and contract interpreters.
- Maintains a library of court interpreting manuals, policies and procedures.
- Maintains a library of both legal and non-legal language dictionaries and glossaries and other publications.
- Serves as liaison with the Offices of the Clerk of Court, Probation, Federal Public Defender, U.S. Attorney, Bankruptcy Court, law firms and other government agencies.
- Maintains files of translated official court forms and documents.
- Maintains, analyzes, prepares and submits quarterly and annual reports to the Administrative Office (AO) on court interpreter usage.
- Maintains a high level of professionalism through in-depth knowledge of interpreting and ensuring compliance with the Interpreters Code of Ethics, and by assisting the court and AO with interpreting program improvements.
- Works with the Telecommunications Specialist and Audio Visual Technician in maintaining inventory of all interpreting equipment and proper installation and operation of interpreting equipment district-wide.
- Responsible for the Telephone Interpreting Program (TIP) in the district. Supervises the proper operation of all related equipment and works with the Telecommunications Specialist and Audio-Visual Technicians.

- Reviews, verifies and approves all vouchers for payment submitted by contract interpreters as well as travel vouchers for both staff and contract interpreters.
- Responsible for the accurate reporting of TIP and in-court events and for inputting information into the proper databases.
- Supervises the overall function of the office. Assists with personnel matters, and recommends disciplinary actions when required. Keeps section and contractors informed of any updates or changes in policy or procedures by the court or AO.
- Translates documents and provides statistics to the AO both quarterly and annually.
- Monitors courtroom activities, performance and accuracy of assigned interpreters.
- Acts as ADA Coordinator for the Miami Division and assists ADA Coordinators in outlying divisional offices.
- Manages and monitors time and attendance for the section and certifies bi-weekly attendance report.
- Performs other duties as assigned.

Qualification Requirements

Successful completion of the Federal Court Interpreter Certification Examination (FCICE) is required for all staff court interpreters.

To qualify for the JSP 15 level, candidate must have at least three years of specialized experience, including at least one year equivalent to work at the JSP 14 level. Specialized experience is defined as: Court interpreter 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.

Court interpreting experience in the federal judiciary or other federal agency is strongly preferred. The successful candidate should also possess administrative, supervisory or managerial experience that gain the skills in dealing with others in person-to-person relationships; the ability to exercise mature judgment, and a thorough knowledge of the concepts, principles and theories of management. Successful candidate must demonstrate the ability to provide leadership, negotiate with others and recognize causes of and analyze problems and recommend practical solutions. A high level of computer aptitude is required for this position. Proficiency with Lotus Notes, Microsoft Office Suite and familiarity with creating statistical reports is highly desired.

Desirable Qualifications

A Master's degree in Translation and Interpretation or a related field is highly desired. Accreditation by a national or international professional organization; successful completion of qualifying examination(s) for employment as a conference or seminar interpreter for the Office of Language Services of the United States Department of State, the United Nations, or like organizations.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. Candidate must have the ability to meet the public, have proven ability in working with people from a wide variety of backgrounds, cultures, and socioeconomic levels; work harmoniously with others in a team-based organization and communicate effectively, both orally and in writing. Candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

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).

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

Organizational Relationship

This position is assigned to the Clerk’s Office and reports to the Chief Deputy• Operations.

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.

Application Requirements

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

Qualified applicants should submit the documents electronically in PDF (preferred), or Word format noting the announcement number 2016-CLK-05 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

Please do not copy and paste your resume into your email. If you do not follow all application requirements, your application will not be considered.

United States District Court - Human Resources
400 North Miami Avenue, Room 8S47, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position
The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or eligible to work in the United States

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