

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Court Interpreters - Full Time & Part Time

Vacancy Announcement #08-27

POSITION:	Full Time and Part Time Court Interpreters
CLOSING DATE:	December 1, 2008 or until filled
STARTING SALARY:	JSP-14 - \$98,933 (Pro rated for Part Time)
LOCATION:	San Diego, California

INTRODUCTION: This position is located in the Interpreter Section of the Clerk's Office, and reports to the Manager of Interpreter Services. A Court Interpreter provides interpretation and translation services for Spanish speaking defendants, witnesses, sureties, and family members in all respective criminal court proceedings, and occasionally in civil court proceedings, and probation interviews. The incumbent also provides interpretation services for the general public conducting business with the court or the Clerk's Office.

REPRESENTATIVE DUTIES: Interprets in simultaneous and consecutive modes, as appropriate, and performs sight translations when needed. This is essential so that an accurate record can be made, and to afford due process to the defendants. The ability to remain impartial at all times. The staff interpreter performs translations of documents for the court as required which may be introduced into evidence; interprets at all court and trial proceedings in the simultaneous or consecutive mode, as appropriate, so that an accurate record of the testimony can be made; prepares written translations of a variety of materials ranging from general correspondence to the court from defendants and/or family members, to complex legal documents from other countries; prepares transcriptions of wire-tap recordings and witness statements; and certifies the accuracy of interpretations of depositions that have been videotaped and introduced into evidence. Other responsibilities include assisting the Probation Officers, as well as members of the bar, in conducting interviews with their non-English speaking clients and providing assistance to the Spanish speaking public. The interpreter will perform other duties, such as clerical work, as assigned.

QUALIFICATIONS: To be considered for this position, you must be a Federally Certified Spanish Court Interpreter at the time of application. A minimum of three (3) years of court interpreter experience is required. Desired qualifications include a bachelor's degree and prior or current membership in a professional court interpreters/translators association.

SKILLS: 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, and familiarity with the regional border language characteristics/slang of the southwest area of the United States is preferred but not required.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, typing certificate, and three references that may be contacted. The cover letter and resume should be sent to:

W. Samuel Hamrick, Jr., Clerk of Court
Attn: Human Resources #08-27
880 Front Street, Suite 4290
San Diego, CA 92101

Resumes may be e-mailed to: casd_hr@casd.uscourts.gov

**Preference will be given to applicants who submit application materials
before 4:30pm, December 1, 2008.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a new position is added or becomes vacant in the same or a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position(s).

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense, and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER