

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

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

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## Part Time Court Interpreter

Vacancy Announcement #10-16

<b>POSITION:</b>	<b>Part Time Court Interpreter</b>
<b>HOURS PER PAY PERIOD:</b>	<b>50 HOURS</b>
<b>CLOSING DATE:</b>	<b>July 16, 2010 or until filled</b>
<b>STARTING SALARY:</b>	<b>JSP 14 - \$65,740/year (Pro-Rated)</b>
<b>LOCATION:</b>	<b>San Diego, California</b>

**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 interpreting and translation services for Spanish speaking defendants, witnesses, sureties, and family members in all respective criminal court proceedings, probation interviews and occasionally in civil court proceedings. The incumbent also provides interpreting 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 non-English-speaking defendants. Candidate must have the ability to remain impartial at all times. The staff interpreter performs translations of documents for the court, as well as for the Probation Office; 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 when needed; 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 staff interpreter will perform other duties, such as clerical work, as assigned.

**QUALIFICATIONS:** To be considered for this position, you must have a BS/BA degree and be **Federal Court Interpreter Certified for Spanish**. A minimum of three (3) years of court interpreter experience is required.

**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, country of citizenship, education, and work and salary histories. Please also provide a minimum of three references with contact information. All application materials should be sent to:

W. Samuel Hamrick, Jr.  
Clerk of Court  
Attn: HR #10-16  
880 Front Street, Suite 4290  
San Diego, CA 92101

or e-mailed to:

[casd\\_hr@casd.uscourts.gov](mailto:casd_hr@casd.uscourts.gov) (PDF format preferred)

**Preference will be given to applicants who submit application materials before 4:30pm, July 16, 2010.**

## **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 position becomes vacant in 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.

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 applicant’s 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).

In cases where the applicant is a **non-citizen** of the United States, eligibility for employment will be dependent on whether the applicant is exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries. The Court is prohibited from using appropriated funds to pay federal employees whose post of duty is in the continental United States unless they are United States Citizens or meet one of limited exceptions to this prohibition. This includes being a citizen of a country that is “allied with the United States in a current defense effort” and, under limited conditions, citizens of certain other countries. See 5 U.S.C. § 3101. Therefore, the eligibility of any non-citizen will be verified prior to an interview.

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**