



UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

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www.casd.uscourts.gov

POSITION: Court Interpreter
SALARY: JSP 14 (\$107,807)
CLOSING DATE: March 27, 2020, or until filled
LOCATION: El Centro, California
VACANCY NO.: 20-07

INTRODUCTION: The United States District Court for the Southern District of California is accepting applications for the position of Court Interpreter. This position is located in the Clerk's Office, El Centro United States Courthouse. A Court Interpreter provides interpreting and translation services for Spanish speaking defendants, witnesses, sureties, and family members. The incumbent also provides interpreting services for the general public conducting business with the court or the Clerk's Office. The Southern District of California is one of the busiest federal courts in the country and provides interpreting services in a variety of indigenous and other languages, in addition to Spanish. Court is in session daily and experience providing Spanish interpreting in a high-volume court setting and assisting with relay interpreting and telephonic interpreting for other than Spanish court events is highly desirable.

REPRESENTATIVE DUTIES:

- Provides simultaneous and consecutive interpretation, and sight translation services during in-court hearings related to all stages of the criminal process by transferring the message from English into Spanish, and from Spanish into English.
- Provides interpreting services in the relay mode with interpreters of indigenous languages from Mexico. Acts as facilitator of telephonic events in the courtroom for interpreting events in other-than-Spanish languages.
- Provides interpreting services to the Probation Office during pre-sentencing interviews, and assists officers with verification calls when requested.
- Provides interpreting services nationwide as part of the Telephone Interpreting Program. This responsibility entails researching the assigned cases and preparing for the event following established protocols.
- Prepares for assignments by reading case files and conducting terminology research, as necessary.
- Prepares written translations of a variety of materials for the court, as well as for the Probation Office, ranging from general correspondence to the court from defendants and/or family members, to complex legal documents from other countries. Assignments may also include the translation of official forms.
- Reviews and edits the translation work of other staff interpreters, and may be assigned to be chief editor of group translations.
- Participates in working groups that already exist or may be formed with the objective of completing special projects such as glossaries or translations.
- Contributes to or prepares presentations on translation/interpretation-related topics as part of staff meetings or other professional development efforts.
- Must have the ability to remain impartial.

- The staff interpreter is responsible for assigned administrative duties and clerical work, and keeps in communication with other staff members and the supervisor to accommodate the court's interpreting needs.

QUALIFICATIONS: To be considered for this position, you must have a BS/BA degree and have successfully completed the Federal Court Interpreter Certification Examination (FCICE) and be federally certified by the Administrative Office of the U.S. Courts for Spanish/English. A minimum of three (3) years of court interpreter experience is also required. Membership in an interpreting/translation professional association is highly desirable.

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. Candidate must also possess basic computer/software skills in order to perform translation, research, and administrative duties.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

INCENTIVES/BENEFITS: Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

APPLICATION PROCESS: Qualified candidates must submit a cover letter, resume, and AO 78 that includes their name, address, telephone number, country of citizenship, education, and work history. Please also provide a minimum of three references with contact information. All application materials can be submitted at www.casd.uscourts.gov.

**Preference will be given to applicants who submit application materials
before 4:30pm Friday, March 27, 2020.**

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. At the discretion of the Clerk of Court, more than one candidate may be selected from the applicants who respond to this announcement. 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 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).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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