

United States District Court
District of Puerto Rico
Clerk's Office

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
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Vacancy Announcement 13-03

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Court Interpreter
Position Type: Full-time /Permanent
Grade: Classification Level JSP/12 – JSP/14
Depending Upon Qualifications and Experience
Salary Range: \$57,408-\$96,690 (+ 4.20% Cost of Living Allowance)
Open Date: Friday, March 22, 2013
Closing Date: Monday, April 8, 2013

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a Court Interpreter position. The incumbent provides simultaneous and consecutive interpretation and sight translation services for in-court proceedings by transferring the message from English to Spanish and from Spanish to English. The Court Interpreter will report directly to the Court Services Manager of the Clerk's Office under the supervision of the Supervisory Court Interpreter.

DUTIES AND RESPONSABILITIES

The Court Interpreter must have the ability to interpret in the consecutive and simultaneous modes, as required, and perform sight translations, during courtroom proceedings, with a high degree of accuracy and at high speed of delivery at the request of the court; perform consecutive interpreting over the telephone for the Telephonic Interpreting Program (TIP). Court Interpreters also translate official documents for use by the judge or magistrate judge, as well as correspondence to and from the Court. The incumbent will be expected to perform other duties for the Clerk's Office, as assigned, when not engaged in interpreting or translating services.

QUALIFICATIONS/MINIMUM REQUIRED EXPERIENCE

To be considered for this position, the applicant must have passed the oral and written Certification Examination and must have been certified as such by the Administrative Office of the United States Courts. Applicant must be fully bilingual in Spanish and English, with the ability to synthesize linguistic skills and orchestrate them with superior interpreting techniques in simultaneous, consecutive modes, and sight translation. Court Interpreters are required to interpret for persons from a wide variety of backgrounds, cultures and socioeconomic levels, while remaining impartial in all cases. The ability to translate complex written documents for court use is also required. In addition to meeting the certification requirement, a minimum of two years of specialized experience is required.

SPECIALIZED EXPERIENCE

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. Extensive knowledge of legal, highly technical, and colloquial vocabulary in English and Spanish is required.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Prior courtroom experience, state or federal, is greatly preferred, although not required, given the taxing demands of the position. Candidates should possess strong organizational and people skills; good judgment, tact and initiative; the ability to express oneself clearly and concisely, both orally and in writing. Candidates should have the ability to work harmoniously with others in a team based organization.

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

**United States District Court-PR
Attn: Agnes Ferrer-Auffant
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787**

or e-mailed to: vacancies@prd.uscourts.gov

In your letter of interest, please address the following factors:

1. A brief description of your court interpreting experience in the freelance field of service or in other courts. Identify the beginning and ending dates (month, day and year) of each position.
2. The date of your certification as an interpreter by the Administrative Office of the United States Courts (Required).

All applications must be submitted by the close of business (5:00 pm) Monday, April 8, 2013. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer