

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
Telephone (787)772-3006

Vacancy Announcement 15-09

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title:	Court Interpreter
Position Type:	Full-time
Grade:	Classification Level JSP 11- JSP 14 Depending Upon Qualifications and Experience
Salary:	\$58,562 - \$98,633 + 4.20% Cost of Living Allowance
Open Date:	Friday, September 4, 2015
Closing Date:	Friday, September 18, 2015 or until filled

Position Overview

The Clerk's Office of the United States District Court for the District of Puerto Rico is now accepting applications for the position of Court Interpreter. The U.S. District Court for the District of Puerto Rico is a trial court, composed of 7 district judges, 3 senior district judges, and 4 magistrate judges. The Court has staffed offices in Hato Rey and Old San Juan.

This position is located in the Court Services Division of the Clerk's Office and reports directly to the Court Services Manager.

REPRESENTATIVE DUTIES

The Court Interpreter must have the ability to interpret in the consecutive and simultaneous modes, as required, and perform sight translations during courtroom proceedings at the request of the court, as well as perform consecutive interpreting over the telephone for the Telephone 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.

QUALIFICATIONS

To be qualified for appointment to the position of Court Interpreter, a person must have successfully completed the Federal Court Interpreter Certification Examination (FCICE) and be on the list of certified Spanish interpreters as promulgated by the Director of the Administrative Office of the United States Courts. Prior courtroom experience, state or federal, is greatly preferred, although not required, given the taxing demands of the position. Court Interpreters are required to interpret for persons at all levels of cultural and educational background, including expert witnesses, while remaining impartial in all cases. Extensive knowledge of legal,

highly technical, and colloquial vocabulary in English and Spanish is also required. The ability to translate complex written documents for court use is also required.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov.
- 2) **Cover Letter** stating the reason for your interest in the position
- 3) **Federal Court Interpreter Certification** (required) and
- 4) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

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

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

All applications must be submitted by Friday, September 18, 2015. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

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.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ 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