

**United States District Court
District of Puerto Rico
Office of the Clerk**

Ada I. García-Rivera, Esq., CPA
Clerk of Court



150 Carlos Chardon Street
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San Juan, P.R. 00918
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Vacancy Announcement 23-11

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Court Interpreter
Position Type: Full-time /Permanent
Grade Classification Level JSP/11 – JSP/14
Depending Upon Qualifications and Experience
Salary Range: \$69,107.00 - \$151,308.00 (+ 2.81% Cost of Living Allowance)
Open Date: Friday, December 1, 2023
Closing Date: Open until filled.

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. The anticipated start date is Monday, January 29, 2024.

DUTIES AND RESPONSIBILITIES

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 a high speed of delivery at the request of the court. Court Interpreters also translate official documents for use by the judges or magistrate judges, 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.

MINIMUM QUALIFICATIONS

Successful completion of the Federal Court Interpreter Certification Examination (FCICE) is required.

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. 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, and sight translation modes. 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 highly preferred.

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 target language without any additions, omissions or other misleading factors that in any way alter the intended meaning of the original message 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 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 at the Clerk's Office or on our website www.prd.uscourts.gov
- 2) In the **Cover Letter** please address the following factors:
 1. A brief description of your court interpreting experience in the freelance field 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).
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

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

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.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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