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## **CAREER OPPORTUNITY**

### **UNITED STATES DISTRICT COURT DISTRICT OF PUERTO RICO**

**Vacancy #: 25-07**

<b>Position:</b>	<b>Court Interpreter</b>   MORE THAN ONE POSITION MAY BE FILLED
Position Type:	Full-time   Part-Time*
Classification Level:	JSP 11 – JSP 14 Depending Upon Qualifications and Experience
Salary Range:	\$73,939.00 - \$124,531.00 + 2.49% Cost of Living Allowance
Open Date:	Thursday, March 27, 2025 Amended on June 4, 2025, to include the alternative of two part-time positions
Closing Date:	Open until filled

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES**

#### **Position Overview:**

The United States District Court for the District of Puerto Rico is accepting applications 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 reports directly to the Supervisory Court Interpreter.

The Court Interpreter must have the ability to interpret in both consecutive and simultaneous modes and perform sight translations during courtroom proceedings with a high degree of accuracy and speed, as requested by the Court. Additionally, Court Interpreters are responsible for translating official documents and correspondence to and from the Court. The individual in this role will also be expected to carry out other duties for the Clerk's Office 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.



## 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 for review by applicants upon request.

Employment will be considered provisional pending the successful completion of an 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**

## 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 individuals interested in being considered for this position must submit a complete application package to include the following:

1. **Application for Judicial Branch Federal Employment-** Form AO78. This form is available on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov).
2. **Cover Letter** stating the reasons for your interest in the position addressing the following factors:
  - a. A brief description of your court interpreting experience, either in the freelance field or in other courts. Identify the beginning and ending dates (month, day and year) for each position.
  - b. 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.

All required documents must be submitted **as a single PDF document** to [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov).

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

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.

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.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

**TELEPHONE CALLS WILL NOT BE ACCEPTED.**