



**United States District Court
District of New Mexico
Office of the Clerk**

333 Lomas Blvd. NW, Ste 270
Albuquerque, NM 87102
Telephone: 505-348-2000

**NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO**

Vacancy Announcement #: 14-LC/OPS-3

ANNOUNCEMENT DATE: May 16, 2014

CLOSING DATE: June 2, 2014 *or until filled*
(preference given to applications received by June 2, 2014)

POSITION: Court Interpreter, Spanish (Full-time)

STARTING LEVEL/SALARY: JSP 11/Step 1 to JSP 14/Step 10
\$57,982 to \$126,949
(Depending on Qualifications)

LOCATION: Las Cruces, New Mexico

POSITION OVERVIEW

The Court Interpreter position is located in the Clerk's Office in Las Cruces, New Mexico, and reports to the Supervisory Court Interpreter. The incumbent provides interpretation and translation services for Spanish-speaking defendants, witnesses, sureties, and family members in judicial proceedings.

DUTIES AND RESPONSIBILITIES

- ◆ Provides simultaneous and consecutive interpretation, and sight translation services for in-court proceedings (trials, hearings, etc.) by transferring the message from English to Spanish and from Spanish to English. This includes telephone interpreting through the Court's Telephone Interpreting Program (TIP).
- ◆ Provides interpretation and translation services for out-of-court proceedings for the United States Probation and Pretrial Services Department, attorney-client conferences and language support for the Court and the Clerk's Office.
- ◆ Translates documents and correspondence to and from the Court.

- ◆ Maintains functional knowledge of the proper use and routine maintenance of the court's built-in and portable interpreting equipment and telephonic interpreting program equipment.
- ◆ Maintains daily statistics of court interpreter events.
- ◆ Performs other duties, as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To be considered for this position, applicant must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings at the time of application. Applicant must be fully bilingual in Spanish and English, with the ability to synthesize linguistic skills and to orchestrate them with superior interpreting techniques in simultaneous, consecutive modes, and sight translation. Applicant must have the required knowledge to work with people from a wide variety of backgrounds, cultures and socioeconomic levels. Ability to comprehend a very wide range of linguistic concepts and meanings based on the context of the words used rather than on the verbatim words used. Broad knowledge and understanding of legal concepts and court procedures. Skill in clear and well-modulated voice projection when providing interpretation services in court. Stamina needed for simultaneous interpreting in lengthy proceedings which can be mentally challenging and demanding. Ability to perform interpreter services in a formal courtroom environment where professional decorum is required.

Specialized Experience

In addition to meeting the certification requirement, to qualify for placement at a JSP 12, incumbent is required to have a minimum of two years specialized experience.

Specialized experience is defined as 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 message from the source language speaker in a courtroom or legal environment. Extensive knowledge of legal, technical, and colloquial vocabulary in English and Spanish is required.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS:

Prior courtroom experience is preferred, as is membership in a professional court interpreter association. Familiarity with the format of audio transcriptions and translations is also desirable. 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.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.

- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing.
- ◆ An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ This position is subject to a one year probationary period.

BENEFITS

A generous benefits package is available to full-time excepted employees which includes

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS, FERS-RAE, or FERS-FRAE)
- ◆ Thrift Savings Plan (TSP)
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmcourt.fed.us.

*The AO-78 can be downloaded at <http://www.uscourts.gov/Careers.aspx>.

PLEASE INCLUDE “COURT INTERPRETER VACANCY” IN THE SUBJECT LINE
Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER