



U.S. DISTRICT COURT - DISTRICT OF ARIZONA
invites applications for the position of:

Court Interpreter/Spanish

SALARY: \$57,408.00 - \$125,695.00 Annually

OPENING DATE: 05/18/12

CLOSING DATE: 06/01/12 11:59 PM

INTRODUCTION:

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.

PLEASE NOTE: The Typical Starting Salary Range is: \$57,408 - \$68,809 (JSP11/01-12/01)

OCCUPATIONAL INFORMATION:

This position is located in the U.S. District Court Clerk's Office. The incumbent provides Spanish-English interpreter services in matters pending before the court as well as producing relevant translation of documents. The tasks to be performed are very complex, calling for a wide range of well-developed interpreting and interpersonal skills. The choice of which interpreting technique is required, consecutive, simultaneous, or summary, is governed by the particular situation. Travel within the state of Arizona will be required.

Duties will include the following:

- Interpreting in consecutive mode for witnesses in the courtroom.
- Interpreting in whispered simultaneous mode for the defendant during the entire proceedings of the court.
- Interpreting in the summary mode at the request of the Court.
- Interpreting for the defendant/lawyer in the environs of the courthouse so that a proper defense can be effected.
- Interpreting in the consecutive and/or simultaneous modes as required during courtroom proceedings.
- Translating official documents submitted into evidence or for use by the judge or magistrate judge, as well as correspondence to and from the court.
- Assisting with the processing of vouchers for contract interpreters.
- Scheduling contract interpreters in all languages for assignment to court proceedings.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

To qualify for this position, an interpreter must have the ability to interpret in the consecutive, simultaneous and summary modes, as evidenced by a passing score on the Court Interpreter Certification test, administered by the Administrative Office of the United States Courts. Appointment above the JSP 11 level will depend on years of specialized experience **and budget restrictions**. 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 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.

The ability to communicate professionally with educated and non-educated persons who appear in the courtroom as well as their counsel, while remaining impartial in all cases is required. The ability to translate complex written documents for court use is also required.

SELECTION PROCESS:

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The 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 District Court Executive may elect to select a candidate from the original qualified applicant pool.

HOW TO APPLY

Go to web address www.azd.uscourts.gov -->Employment --> Employment Opportunities to submit an on-line application and attach a cover letter, resume, and a copy of your Certified Interpreter Certificate issued by the Administrative Office of the U.S. Courts. Attachments should be submitted as WordPerfect, Word, or Adobe Acrobat .pdf documents. Other formats are not acceptable.

Applications will be considered complete when the on-line application and all required attachments in the proper format are received in the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

If questions remain, please call the Human Resources Division at (520) 205-4215.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.azd.uscourts.gov>

Position #12-37
COURT INTERPRETER/SPANISH
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OUR OFFICE IS LOCATED AT:
Sandra Day O'Connor U.S. Courthouse, Ste. 150
401 W. Washington St.
Phoenix, AZ 85003

Court Interpreter/Spanish Supplemental Questionnaire

- * 1. I understand that a cover letter is required to be considered for this position. I have attached or included my cover letter within the application.
 - Yes
 - No
- * 2. I understand that my resume is required to be considered for this position. I have attached or included a full copy of my resume within the application.
 - Yes
 - No
- * 3. I have attached a copy of my Certified Interpreter Certificate issued by the Administrative Office of the U.S. Courts.

Yes No

* 4. I understand that my application will not be reviewed until all required additional documents have been attached.

Yes
 No

* Required Question