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Clerk of Court

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Oakland, CA 94612

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**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is
an Equity Focused Employer*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Staff Interpreter / Interpreter Coordinator

Classification Level: JSP13/1 – JSP14/10

Salary Range: \$131,743 - \$195,200 (Depending upon Experience and Qualifications)

Location: San Francisco, CA

Opening Date: November 7, 2025

Closing Date: Open Until Filled

(Priority consideration to applicants who apply by November 21, 2025)

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

The United States District Court for the Northern District of California is seeking a Staff Interpreter/Interpreter Coordinator to serve in the San Francisco Division. The person in this role provides high-level simultaneous Spanish-English interpretation in primarily criminal proceedings, and manages the recruitment, contracting, and scheduling of interpreters in multiple languages. This individual leads other staff assisting with interpreter coordination.

This position is well-suited for an experienced interpreter who values precision in the courtroom, collaboration within the Clerk's Office, and the operational challenge of maintaining consistent, high-quality interpreter services across a busy district. Representative duties include.

Spanish/English Interpreting

- Provide simultaneous interpretation during court proceedings and related proceedings for defendants, witnesses, attorneys, and members of the public, both in person and remotely.
- Support Federal Public Defender and CJA attorneys with short attorney-client meetings in secure areas.
- Provide interpretation for Pretrial Services interviews.
- Research and maintain terminology resources related to legal proceedings.
- Maintain professional standards of accuracy, register, and impartiality.

Interpreter Coordination and Administration

- Recruit, schedule, and contract interpreters across all divisions and languages.
- Serve as the primary contact for contract interpreters and provide orientation to uphold consistent professional standards across the district.
- Lead other staff assisting with interpreter coordination and promote consistent practices in interpreter coordination across the district.
- Collaborate with IT to ensure reliable operation and support for hybrid and remote proceedings; maintain interpreter equipment.
- Prepare contracts and purchase orders, and complete associated approval processes.
- Review and process invoices and reimbursements; maintain accurate documentation.
- Coordinate with Procurement and Finance to ensure timely contracting and payment.
- Track language usage and interpreter expenditures for quarterly and annual reports.

QUALIFICATIONS

- Successful completion of the Federal Court Interpreter Certification Examination (FCICE) and current federal certification by the Administrative Office of the U.S. Courts for Spanish/English simultaneous interpretation.
- At least three years of specialized experience providing simultaneous interpretation in court or comparable legal settings.
Specialized experience is experience that has provided the interpreter with the knowledge, skills, and abilities to accurately and idiomatically render a message in simultaneous mode from Spanish to English and English to Spanish, without additions, omissions, or alterations of meaning, in a courtroom or legal environment.
- Strong organizational, communication, and interpersonal skills; sound judgment, tact, and initiative.
- Demonstrated ability to work effectively with individuals from diverse cultural and socioeconomic backgrounds.
- Proficiency with standard computer software to perform administrative duties.
- Ability to work collaboratively and harmoniously within a team-based organization.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. For more information about federal court benefits, please visit:

www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a [code of conduct](#), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations. A salary verification is required for all candidates in the final stage of the recruitment process.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested.