

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: August 28, 2020
POSITION: **Chief Court Interpreter**
LOCATION: 500 Pearl Street, New York,
TERM: Permanent
CLASS LEVEL: Up to JSP 15
SALARY RANGE: \$146,529-\$170,800 (Depending on qualifications and experience)
CLOSING DATE: September 11, 2020
VACANCY NO: 20-24

DUTIES AND RESPONSIBILITIES: The Chief Court Interpreter manages all interpretation and translation services provided to the Court, Pretrial Services, and U.S. Probation; oversees the scheduling and assigning of interpreters for in-court and out-of-court proceedings; keeps daily statistics of interpreted and translated events on the office's scheduling software; records and maintains statistics on Excel of interpreting rendered by language skilled interpreters, to be reported quarterly to the Administrative Office of the U.S. Courts (AO); prepares and electronically submits quarterly interpreter usage reports to the AO. The Chief Court Interpreter supervises six staff interpreters and two administrative assistants and manages a pool of over 200 contract interpreters, ensuring that contracts are prepared and executed, interpreter oaths are administered, FBI background checks are conducted, and the online SDNY Interpreter Ethics Course is completed; develops and communicates office, Court, and AO policies and procedures to staff and per diem interpreters; oversees payment procedures for contract interpreters; oversees the acquisition, maintenance, and use of interpreter audio equipment. The incumbent will assist other judicial districts by referring interpreters of hard to find languages for in-court or TIP (Telephone Interpreter Program) proceedings, as needed; will prepare, maintain, and distribute interpreter resources such as orientation documents and reference material to new staff and contract interpreters and will share this material with other judicial districts upon request; will participate on panels, committees, advisory groups, and oral exam rating events, as requested by the AO and the Court, and will interact with court administrators and judges on interpreter issues and will prepare reports, as needed; will participate in orientation sessions for new judges, federal prosecutors, defense attorneys, courtroom deputies, and law clerks. The Chief Interpreter will perform other duties, as assigned. The position reports to the Chief Deputy Clerk of the Southern District of New York.

REQUIRED QUALIFICATIONS: Certification from the Administrative Office of the U.S. Courts and five years of specialized court interpreting experience, including at least one year's equivalent to work at the JSP 14 level. The candidate must have excellent writing and interpersonal skills to communicate successfully and professionally with judges, court personnel, the Bar, and the general public, in and out of the courtroom. The candidate's experience in simultaneous interpretation using electronic equipment as well as experience in the consecutive mode of interpretation must be documented in the resume or cover letter. Experience in interpreter training and testing is also desirable.

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 receptor language without additions, omissions, or distortions that in any way alter the intended meaning of the speaker's message, in a courtroom or legal setting.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental

and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via e-mail will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for an interview will be contacted. **Please submit your resume and cover letter to: Personnel@nysd.uscourts.gov**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

EQUAL OPPORTUNITY EMPLOYER