

# United States District Court

## District of New Mexico

### Office of the Clerk

#### Pete V. Domenici United States Courthouse

333 Lomas Blvd. N.W. - Suite 270  
Albuquerque, New Mexico 87102  
(505) 348-2000 - Fax (505) 348-2028

#### Divisional Offices

106 South Federal Place  
Santa Fe, NM 87501  
(505) 988-6481  
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100 North Church Street  
Las Cruces, NM 88001  
(575) 528-1400  
Fax (575) 528-1425



**Matthew J. Dykman**  
Clerk of Court

May 12, 2016

## NOTICE OF JOB OPPORTUNITY

The United States District Court for the District of New Mexico is pleased to announce an opening for a **Full-time Court Interpreter** in our Albuquerque divisional office. This announcement will remain open from May 12 through May 26, 2016, or until filled. This position is open to all Federally Certified Spanish/English Court Interpreters.

The District of New Mexico has received national recognition for the excellence of its interpreters and its pioneering work with the Telephonic Interpreting Program (TIP) and with languages of limited diffusion. Our staff maintains high visibility within the federal judiciary through our leadership and participation on national committees, even while serving one of the busiest courts in the country. We are looking for individuals who are able to carry on the tradition of superior service while ensuring equal access under the law. The chance to be part of a dedicated team and work in a Courthouse equipped with the latest technology, plus a generous compensation and benefits package, make this an ideal situation for interpreting professionals.

We encourage qualified applicants to explore this exciting opportunity. Please read the vacancy announcement for more details.

If you need additional information or have any questions regarding this position, please call Monique Apodaca at (575) 528-1439.

Matthew J. Dykman  
Clerk of Court

Monique E. Apodaca  
Human Resources Supervisor



*Pete V. Domenici Courthouse,  
Albuquerque*



*U.S. Historic Courthouse,  
Albuquerque*



*Las Cruces Courthouse,  
Las Cruces*



*Santiago E. Campos Courthouse,  
Santa Fe*



UNITED STATES DISTRICT COURT  
District of New Mexico

Honorable M. Christina Armijo, Chief Judge  
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 16-ABQ/OPS-3

<b>ANNOUNCEMENT DATE:</b>	May 12, 2016
<b>CLOSING DATE:</b>	May 26, 2016 <i>or until filled</i>
<b>POSITION:</b>	Court Interpreter, Spanish (Full-time)
<b>STARTING LEVEL/SALARY:</b>	JSP 11/Step 1 to JSP 14/Step 10 (Target Grade) \$59,256 to \$129,746 (Depending on Qualifications)
<b>LOCATION:</b>	Albuquerque, New Mexico

### POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking an exceptional individual to join us in the important work of ensuring equal justice under the law. The Court Interpreter provides interpretation and translation services for Spanish-speaking defendants, witnesses, sureties, and family members in judicial proceedings.

The successful candidate must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings, with superior interpreting techniques in simultaneous, consecutive modes, and sight translation. Prior courtroom experience is preferred, as is membership in a professional court interpreter association. This is a full-time position (80 hours per biweekly pay period) and incumbent reports to the Supervisory Court Interpreter.

*The District of New Mexico is one of the most productive federal courts in the country, managing a busy caseload through the use of cutting-edge technology and the contributions of our most valuable asset – our employees.*

### DUTIES AND RESPONSIBILITIES

- ◆ Provide 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).

- ◆ Provide interpretation and translation services for out-of-court proceedings for the United States Probation and Pretrial Services Office and attorney-client conferences, and language support for the Court and the Clerk's Office.
- ◆ Translate documents and correspondence to and from the Court.
- ◆ Maintain functional knowledge of the proper use and routine maintenance of the court's built-in and portable interpreting equipment and TIP equipment.
- ◆ Maintain daily statistics of court interpreter events.
- ◆ Perform other duties as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

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. To be appointed to this position, incumbent must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings.

#### **Specialized Experience**

In addition to meeting the certification requirement, to qualify for placement at a JSP 12 incumbent must 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.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Applicant must know how 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.

## **COURT PREFERRED 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; and 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 part-time excepted employees, which may include

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave accrued in varying amounts based on length of service, starting with 13 days per year for the first 3 years of service
- ◆ Paid sick leave in the amount of 1 hour for every 20 hours in pay status
- ◆ 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)
- ◆ 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](mailto:usdcjobs@nmcourt.fed.us).

\*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "COURT INTERPRETER VACANCY - ABQ" IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. 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 select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**