

Become Part of a Tradition . . .



April 19, 2021

The United States District Court for the District of New Mexico has an opportunity for a **Full-time Spanish Court Interpreter** in our Las Cruces divisional office. *This position is open to all Federally Certified Spanish/English Court Interpreters and commences July 5, 2021.*

We are looking for talented professionals who will help us build our future while carrying on our tradition of excellence and innovation. The District of New Mexico is one of the busiest courts in the country and provides interpreting services in a variety of indigenous and other languages, in addition to Spanish. In keeping with a long tradition of embracing the best technology available, we utilize the latest simultaneous technology in the courtroom, including the interpreter channel on the Zoom platform for all remote hearings. We are also a provider court for the Telephone Interpreting Program (TIP), which we pioneered.

The right candidate for this position will have strong interpreting, organizational and administrative skills, and look forward to being part of a close-knit and highly professional interpreter team. We offer an excellent compensation and benefits package and the opportunity to telework as appropriate even during non-pandemic times.

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



Our vision: We will do the Right Thing, for the Right Reason, in the Right Way.

Questions? Please call Monique Apodaca, Human Resources Supervisor, at (575) 528-1439



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, 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 #: 21-LC/OPS-1

ANNOUNCEMENT DATE:	April 19, 2021
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by April 30</i>
POSITION:	Court Interpreter, Spanish (Full-time) **Position commences July 5, 2021**
STARTING LEVEL/SALARY:	JSP 12 to JSP 14 \$77,488 to \$108,885 (Depending on Qualifications)
LOCATION:	Las Cruces, New Mexico

POSITION OVERVIEW

The District of New Mexico is seeking a qualified individual for a full-time Spanish Court Interpreter position in Las Cruces. Court Interpreters provide interpretation and translation services for Spanish-speaking defendants, witnesses, sureties, and family members in judicial proceedings. Court Interpreters report directly to the Supervisory Court Interpreter.

Successful candidates must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings. Incumbents should possess superior interpreting skills in simultaneous, consecutive and sight modes.

DUTIES AND RESPONSIBILITIES

- ◆ Provide simultaneous and consecutive interpretation, and sight translation services for in-court proceedings. 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.

- ◆ Perform administrative duties on a rotating basis such as scheduling and procuring contract interpreters in Spanish and LOTS (languages other than Spanish).
- ◆ Maintain daily statistics of court interpreter events.
- ◆ Perform other related duties as required.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To be appointed to this position, incumbent **must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings** and have a minimum of two years specialized court interpreter experience.

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.

To qualify for placement at the target grade of JSP 14, incumbent must have a minimum of three years specialized experience in a federal court.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Applicant must be able 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.
- ◆ Broad knowledge and understanding of legal concepts and court procedures.
- ◆ 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 Federal courtroom experience is preferred, as is membership in a professional court interpreter association.
- ◆ Familiarity with the format of audio transcriptions and translations is desirable.
- ◆ Candidates should be proficient in the use of software such as Microsoft Office Suite and Outlook, and applications (e.g., Zoom or other video conferencing platforms) that support the court. Candidates must have the ability to master new technology as needed.
- ◆ 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.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to skills assessment. Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Paid parental leave (up to 12 weeks)
- ◆ 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)
- ◆ 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@nmd.uscourts.gov.

PLEASE INCLUDE "COURT INTERPRETER, LC" IN THE SUBJECT LINE

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

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. 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



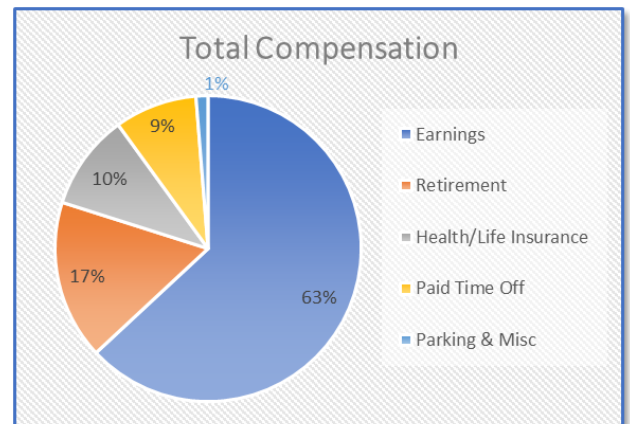
TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: Court Interpreter, Full-time
LOCATION: Las Cruces, NM
STARTING LEVEL: JSP 13/1
SALARY: \$92,143 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

Annual Salary	\$92,143
Average Cash Award	<u>135</u>
TOTAL EARNINGS	\$92,278
Retirement Benefits	\$24,603
Health/Life Insurance	14,802
Paid Time Off	12,758
Parking & Misc. Benefits	<u>1,860</u>



TOTAL EMPLOYER CONTRIBUTIONS \$54,023
Employer contributions represent 37% of total compensation

TOTAL COMPENSATION \$146,301

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 15.5-17.3% of basic pay, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Leave

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0-3 years = 104 hours/year*
 - 3-15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 10 federal holidays

Parking / Miscellaneous Benefits

- ❖ Paid, Secure Onsite Parking
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)
- ❖ Federal Occupational Health (FOH) Health Units, *Albuquerque, Las Cruces*
- ❖ Work-Life Program

Other Benefits

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Pre-tax Flexible Spending Accounts
- ❖ Telework
- ❖ Flexible work schedule
- ❖ Paid Parental Leave, *up to 12 weeks*
- ❖ Long-term Care Insurance
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training