

Become Part of a Tradition . . .



November 3, 2025

The United States District Court for the District of New Mexico is seeking a **Full-time Spanish Court Interpreter** in our **Las Cruces** divisional office to help us continue our tradition of excellence. This opportunity is due to an upcoming retirement. The anticipated start date is **January 5, 2026** (exact date is negotiable). *The position is open to all Federally Certified Spanish/English Court Interpreters.*

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. Our interpreting team is nationally recognized for its long tradition of excellence and innovation, and utilizes the latest simultaneous interpreting technology in the courtroom. We are also a provider court for the Telephonic Interpreting Program (TIP), which we pioneered.

The right candidate for this position will have strong interpreting, organizational and administrative skills, and enjoy working as part of a team. An excellent compensation and benefits package, a welcoming and affordable city, and the chance to work alongside the best in the interpreting profession make this an ideal and rewarding position.

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



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



UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, 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 #: 25-LC/CS-1

ANNOUNCEMENT DATE: November 3, 2025

CLOSING DATE: Open Until Filled
Preference given to applications received by November 17
**** Anticipated start date January 5, 2026 ****

POSITION: Court Interpreter, Spanish (Full-time)

STARTING LEVEL/SALARY: JSP 12 to JSP 14
\$88,621 to \$124,531
Depending on qualifications and prior federal court experience

HIRING BONUS: Available

LOCATION: Las Cruces, New Mexico

This is a federal civilian position but independent of the Executive branch and therefore not impacted by any of the recent Executive Orders or under any type of hiring freeze.

As an Equal Opportunity Employer, we value diversity in our workforce.

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.

Anticipated start date of January 5, 2026; exact date negotiable.

DUTIES AND RESPONSIBILITIES

- ◆ Provide simultaneous and consecutive interpretation, and sight translation services for in-court proceedings, whether in person, through the Court's Telephone Interpreting Program (TIP), or over a video remote platform (Zoom).
- ◆ Provide interpretation and translation services for out-of-court proceedings for the United States Probation and Pretrial Services Office, 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. Provide scheduling and technical support for Zoom meetings and hybrid events, where parties are in the courtroom but interpreting is provided over Zoom.
- ◆ Perform administrative duties on a rotating basis such as scheduling and procuring contract interpreters.
- ◆ Maintain daily statistics of court interpreter events.
- ◆ Perform other related duties as assigned.

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 experience interpreting in federal or state court.

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 (3) years specialized federal court experience.

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.
- ◆ 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.
- ◆ Familiarity with or the ability to learn platforms used for providing remote interpreting services (e.g., TIP, Zoom).

COURT PREFERRED QUALIFICATIONS

- ◆ Prior Federal courtroom experience is preferred, as is membership in a professional court interpreter association.
- ◆ 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.

HIRING BONUS

Qualified candidates may be eligible to receive a recruitment bonus (new appointees only), or a relocation bonus (current federal employees who must relocate to a different geographic area to accept the position). The bonus is calculated as a percentage of the individual's base pay, and payment is contingent upon the employee signing a service agreement.

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 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for telework as appropriate, flexible work schedule
- ◆ 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. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s 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: \$105,383 per Annum

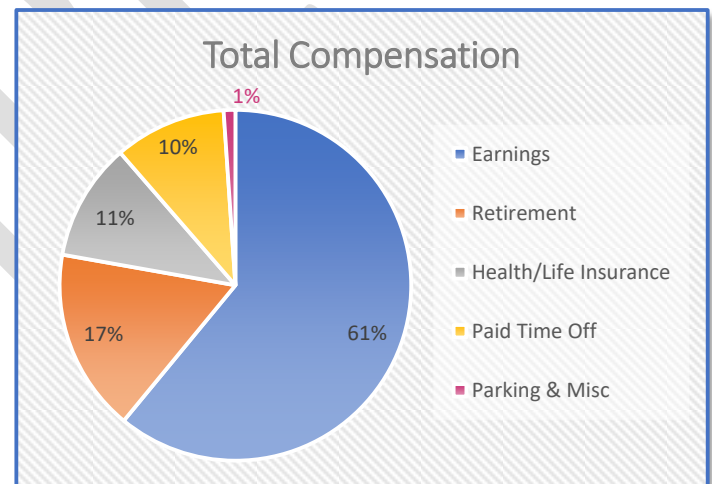
The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above,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

Annual Salary	\$105,383
Average Cash Award	240
TOTAL EARNINGS	\$105,623

Retirement Benefits	\$29,191
Health/Life Insurance	18,779
Paid Time Off	17,834
Parking & Misc. Benefits	1,860

TOTAL EMPLOYER CONTRIBUTIONS \$67,665

Employer contributions represent 39.05 % of total compensation



TOTAL COMPENSATION \$173,288

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.5-18.4% of basic pay for FY26, 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
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ 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

Paid Time Off

- ❖ 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 11 federal holidays = 88 hours per year

Parking / Miscellaneous Benefits

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

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts (HCRA, DCRA), *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *Telework, flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Employee Recognition Program
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training