

# Carry On a Tradition of Excellence

January 2026

The United States District Court for the District of New Mexico is seeking **two Full-time Spanish Court Interpreters** to help us continue our tradition of excellence. One position is located in **Las Cruces** and the other is in **Albuquerque**, and both report to the Supervisory Court Interpreter in Las Cruces. The right candidate for this position will have strong interpreting, organizational and administrative skills, and enjoy working as part of a team.

***These positions are open to all Federally Certified Spanish/English Court Interpreters.*** Please read the vacancy announcement for more details.

**About us:** 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 the high quality of our interpreters and our embrace of innovation. We utilize the latest simultaneous interpreting technology in the courtroom and are a provider court for the Telephonic Interpreting Program (TIP), which we pioneered.

Along with meaningful work we offer a supportive, team-based environment and flexibility that allows for work-life balance. The chance to work alongside the best in the interpreting profession, plus an excellent compensation and benefits package that covers every stage of life (from 12 weeks of paid parental leave to generous retirement benefits), make this an ideal and rewarding opportunity. New Mexico is warm, welcoming, and affordable, and offers something for everyone. Join us and see for yourself!



**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 #: 26-ABQ/CS-1

<b>ANNOUNCEMENT DATE:</b>	<b>January 5, 2026</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b> <i>Preference given to applications received by January 26</i>
<b>POSITION:</b>	<b>Court Interpreter, Spanish (Full-time) – 2 positions</b>
<b>STARTING LEVEL/SALARY:</b>	<b>JSP 12 to JSP 14</b> <b>\$89,508 to \$127,141</b> <i>Depending on qualifications and location</i>
<b>HIRING BONUS:</b>	<b>Available</b>
<b>LOCATION:</b>	<b>Albuquerque and Las Cruces, New Mexico</b>

*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 excited to announce we have multiple opportunities for Spanish Court Interpreters to join our team of talented interpreting professionals. We are seeking qualified individuals to fill two (2) full-time positions, one in Albuquerque and one in Las Cruces. **Please indicate desired location (Albuquerque or Las Cruces) in cover letter.\***

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 in Las Cruces.

***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.

\* Not familiar with our beautiful state? [Click here](#) to see what makes New Mexico so unique.

## **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) with up to 5% government match
- ◆ Potential to work from home (telework) as appropriate, flexible work schedule
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must email the following **in ONE PDF** to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov):

- ◆ Cover letter indicating desired location
- ◆ Résumé with three references
- ◆ AO-78 (*Federal Judicial Branch Application for Employment*) \*

PLEASE INCLUDE “COURT INTERPRETER, DNM” 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

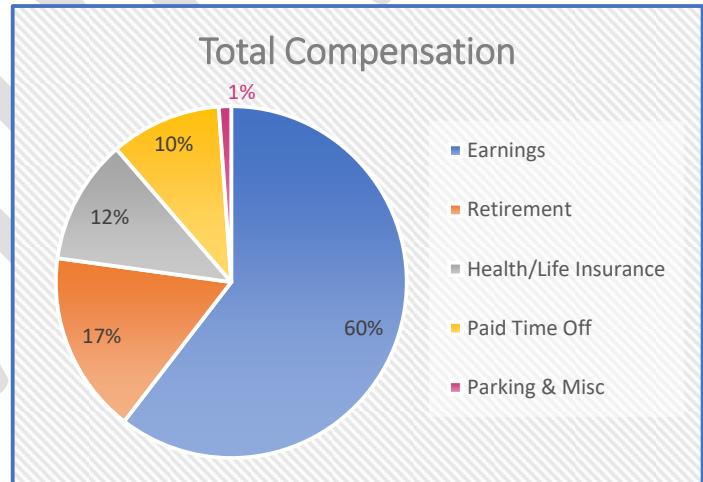
\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \*

**POSITION:** Court Interpreter, Full-time  
**LOCATION:** Albuquerque, NM  
**STARTING LEVEL:** JSP 13/1  
**SALARY:** \$107,592 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	\$107,592
Average Cash Award	175
<b>TOTAL EARNINGS</b>	<b>\$107,767</b>
Retirement Benefits	\$29,803
Health/Life Insurance	20,442
Paid Time Off	18,208
Parking & Misc. Benefits	2,040
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>	<b>\$70,493</b>

*Employer contributions represent 39.55 % of total compensation*



**TOTAL COMPENSATION** **\$178,260**

## 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  
*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
- ❖ Life Insurance - FEGLI BASIC option

Approximately 72% of FEHB Premium  
\$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave
- ❖ Annual Leave

4 hours per pay period = 104 hours per year  
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

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## **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