

# Become Part of a Tradition . . .



September 23, 2019

The United States District Court for the District of New Mexico has an immediate opening for a **Full-time Spanish Court Interpreter** to help us continue our tradition of excellence while we grow our team. *This is a new position located in our Las Cruces divisional office and it is open to all Federally Certified Spanish/English Court Interpreters.*

We are looking for talented professionals who will help us build our future while carrying on our traditions. 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, the experience of living in beautiful New Mexico, 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.*

*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 #: 19-LC/OPS-7

<b>ANNOUNCEMENT DATE:</b>	September 23, 2019
<b>CLOSING DATE:</b>	October 7, 2019 or Until filled <i>Preference given to applications received by October 7</i>
<b>POSITION:</b>	Court Interpreter, Spanish (Full-time)
<b>STARTING LEVEL/SALARY:</b>	JSP 11/Step 1 to JSP 14/Step 10 \$62,236 to \$136,271 (Depending on Qualifications)
<b>LOCATION:</b>	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.

**Some travel may be required to assist other divisional offices.**

### 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.
- ◆ 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.

#### **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.
- ◆ 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 Federal 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.
- ◆ 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 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 to full-time excepted employees, 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
- ◆ 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), including participation in the 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](mailto:usdcjobs@nmd.uscourts.gov).**

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

PLEASE INCLUDE “COURT INTERPRETER, LC” 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**