



# United States District Court Eastern District of New York

[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

## Vacancy Announcement Announcement #22-16//COURTINT

**Position:** Court Interpreter (Spanish)  
**Location:** Brooklyn, NY - 225 Cadman Plaza East  
**Position Type:** Full-Time Permanent  
**Salary Range:** Salary: JSP 13-14 (109,690 - \$129,621)  
**Opening Date:** Thursday, August 11, 2022  
**Closing Date:** Friday, October 28, 2022

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### Position Overview:

The United States District Court is seeking applicants for a Court Interpreter position. The incumbent provides simultaneous and consecutive interpretation and sight translation services for in-court proceedings by transferring the message from English to Spanish and from Spanish to English. The Court Interpreter will work in the Clerk's Office under the supervision of the Supervisory Court Interpreter.

### Duties and Responsibilities:

The Court Interpreter must have the ability to interpret in the consecutive and simultaneous modes, as required, and perform sight translations during courtroom proceedings, with a high degree of accuracy and at a high speed of delivery at the request of the court. Court Interpreters also translate official documents for use by the judges or magistrate judges, as well as correspondence to and from the Court. The incumbent will be expected to perform other duties for the Clerk's Office, as assigned, when not engaged in interpreting or translating services.

### Required Experience/Qualifications:

To be considered for this position, applicants must have successfully completed the Federal Court Interpreter Certification Examination (FCICE) have been certified in Spanish as such by the Administrative Office of the United States Courts. To qualify for JSP 13 salary, applicants must have a minimum of two years specialized experience (see below). For JSP 14, three years of specialized experience is required. Must be fully bilingual in Spanish and English, with the ability to synthesize linguistic skills and orchestrate them with superior interpreting techniques in simultaneous, consecutive, and sight translation modes. Extensive knowledge of legal, highly technical, and colloquial vocabulary in English and Spanish is required.

Court Interpreters are required to interpret for persons from a wide variety of backgrounds, cultures and socioeconomic levels, while remaining impartial in all cases. The ability to translate complex written documents for court use is also required.

### Specialized Experience:

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 original message in a courtroom or legal environment.

### Court Preferred Experience/Qualifications:

Three or more years of specialized experience, prior courtroom experience, state or federal, is preferred. Candidates should

possess strong organizational and people skills; good judgment, tact and initiative; 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.

**Benefits:** Benefits include participation in the three-tier retirement program which consist of the Federal Employees' Retirement System, Social Security Retirement Program, and Thrift Savings Plan (similar to a 401k plan with employer matching contributions). Additional benefits include Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, 11 paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

**Applicant Information:** The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

**How to apply:** Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position and a résumé, in one PDF document to the court's employment application box:

<https://edny.app.box.com/f/6488f06b93f34754916f3c1cc513ffa5>:

1. Letter of interest;
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#). (Do not complete questions 18-20, see paragraph below)
4. The date of your certification as an interpreter by the Administrative Office of the U.S. Courts (Required).

Address your cover letter to:

**Attn: Jeffery Howell, Human Resources Manager  
United States District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201**

**Documents must be submitted as a single PDF document.** Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice

**You do not have to complete questions 18-20 on the Application for Judicial Branch Federal Employment (AO78).** Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **Incomplete applications will not be considered.**

**COVID-19 Policy:** The U.S. District Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All employees must be fully vaccinated (two doses or Pfizer or Moderna or one dose of Johnson & Johnson) or request and receive exemption from the policy for medical or religious reasons from the court.

**Miscellaneous Information:** The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice. Persons selected to be interviewed will be required to travel to the interview location at their own expense. This position is subject to mandatory electronic direct deposit of salary payments.

Applicants must be a United States Citizen or qualifying non-citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §

1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Successful applicants that are non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

**The U.S. District Court is an Equal Opportunity Employer.**