

EASTERN DISTRICT OF WASHINGTON
United States District Court
Vacancy Announcement 2020-5



Certified Court Interpreter (Spanish/English)

The United States District Court for the Eastern District of Washington is accepting applications for the full time position of **Certified Court Interpreter (Spanish/English)**.

The Court will consider a duty station in either the **Yakima or Richland** divisional office, depending on candidate preference. Extensive travel between Yakima, Spokane and Richland, and occasional travel outside of the district, is required.

Yakima or Richland, WA
www.waed.uscourts.gov

Position Details

Job Grade: JSP 11/1 - 14/10

Salary Range: \$64,009 - \$140,146 DOE

Closing Date: Open until filled.

Preference given to applications received before close of business, Friday, April 10, 2020.

Materials must be submitted as ONE PDF attachment to:

Attn: Laurie Whitcomb, HR Administrator

hr@waed.uscourts.gov

Applicants must provide:

1. Letter of interest
2. Current résumé
3. Completed AO-78 (which can be found on the website)

The **Certified Court Interpreter (Spanish/English)** provides consecutive and simultaneous interpretation services for the Court at all proceedings from arraignments, through motions, trials, and sentencings; translates written documents to and from the Court that may be introduced into evidence, or transmitted to other parties; and provides telephonic and over the counter assistance to Non-English speakers. This position will also serve as the Interpreter Coordinator for the Court, scheduling and coordinating staff and/or contract interpreters, and identifying interpreters of languages other than Spanish, using relevant databases and other resources. As Interpreter Coordinator, this position will prepare purchase orders and other paperwork and assist with processing payments for contract interpreters. When not interpreting, the incumbent may be asked to perform other duties; however any additional assignments will not detract from the interpreter's ability to concentrate fully on interpretation tasks and responsibilities.

Federal Court Interpreter Certification from the Administrative Office of the United States Courts is a mandatory qualification requirement for the position of **Certified Court Interpreter (Spanish/English)**. Minimum and Preferred Qualifications are detailed below.

EASTERN DISTRICT OF WASHINGTON
United States District Court
Vacancy Announcement 2020-5

Representative Duties:

- Provide simultaneous and consecutive interpreting (Spanish/English) and sight translation services for in-court proceedings (trials, hearings, etc.) by transferring the message from English to Spanish and from Spanish to English. Provide interpretation and translation services for out-of-court proceedings for Probation/Pretrial Services. Prepare for court proceedings, including reading case files and conducting terminology research, as necessary.
- Assist in scheduling and coordinating staff and/or contract interpreters, including interpreters for the Telephone Interpreting Program (TIP). Assist in coordinating with the Clerk's Office and Chambers staff regarding scheduling needs of the Court. Assist in preparing and distributing work schedules for interpreters.
- Assist in identifying interpreters of languages other than Spanish, using relevant databases and other resources. Update local rosters of interpreters with current contact information, including security clearances.
- Prepare contracts, purchase orders and other paperwork and assist in processing payments for contract interpreters.
- Assist in initiating mandatory Federal Bureau of Investigation (FBI) checks on contract court interpreters according to established procedures. Assist in preparing statistical data and reports on interpreter usage, as required by the Court and the Administrative Office (AO).
- Serve as a resource to judges and senior managers on issues relating to court interpretation, such as answering questions regarding statutes, policies, and regulations applicable to court interpreting. Write memoranda, reports, prepare training and orientation material and other documents.
- Other duties as assigned.

EASTERN DISTRICT OF WASHINGTON
United States District Court
Vacancy Announcement 2020-5

Minimum/Required Qualifications:

Successful completion of the Federal Court Interpreter Certification Examination (FCICE) is required for all staff interpreters.

Experience Requirements:

In addition to meeting the certification requirements above, candidates must meet the experience requirements shown in the table below:

JSP Grade	Level Required Experience
11	None
12	Two years of specialized experience, including at least one year equivalent to work at the grade 11.
13	Two years of specialized experience, including at least one year equivalent to work at the grade 12.
14	Three years of specialized experience, including at least one year equivalent to work at the grade 13.

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.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Experience interpreting in a Federal Court;
- Extensive knowledge of legal, highly technical, and colloquial vocabulary in English and Spanish;
- Experience working with people from a wide variety of backgrounds, cultures, and socio-economic levels;
- Prior or current membership in a professional interpreter/translator association;
- Active third language.

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgement, maintain a professional and courteous demeanor, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Candidate must be able to balance the demands of varying work load responsibilities and deadlines. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact, and equanimity, are essential.

EASTERN DISTRICT OF WASHINGTON
United States District Court
Vacancy Announcement 2020-5

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan (TSP)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

Process/Disclosures

Application forms (AO-78) are available on our website in fillable format at <http://www.waed.uscourts.gov>, or at any of our office locations.

Please print or type all information. In addition to completeness, materials will be reviewed for attention to detail, organization, and overall professionalism of presentation. **Incomplete materials will be disqualified from consideration.**

Only qualified applicants will be considered for this position.

Applicants must be U.S. citizens or eligible to work for the United States.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

This is a high-sensitive position. As a condition of employment, the selected applicant must successfully complete a ten-year background and subsequent favorable suitability determination, and every five years thereafter be subject to re-investigation. Employee will be hired provisionally pending the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Court employees are considered "at will" employees in excepted service and may be terminated with or without cause.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

THE UNITED STATES COURTS FOR THE EASTERN DISTRICT OF
WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER