

Career Opportunity

Position: Court Interpreter (Spanish/English)

Vacancy Number: 25-09

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary: JSP 14 (\$135,382)

Notice of Vacancy:

The United States District Court for the Northern District of Texas is seeking an innovative and experienced individual to serve as a **Court Interpreter**. The Court has seven divisions in Texas: Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, and Wichita Falls. The duty station for this position is in Dallas in the U.S. District Clerk's Office; however, the interpreter serves the entire district.

Position Overview & Responsibilities:

- Provides simultaneous and consecutive interpretation and sight translation services from English to Spanish and from Spanish to English during in-court proceedings related to all stages of the criminal process.
- Coordinates with clerk's office and chambers staff to meet the interpreting needs of the court. Locates, schedules, and coordinates contract interpreters, whether spoken or sign language, including interpreters for the Telephone Interpreting Program, as needed.
- Provides interpreting services nationwide as part of the Telephone Interpreting Program, with priority given to work in the Northern District of Texas.
- Reads case files and conducts terminology research, as necessary, to prepare for assignments.
- Translates a variety of written materials for the court, ranging from general correspondence to complex legal documents from other countries or in languages other than English.
- Participates in working groups that already exist or may be formed with the objective of completing special projects such as glossaries or translations.
- Becomes an expert in regulations related to federal contract interpreter procurements and assists the District Clerk's Office in complying with all contracting requirements.
- Monitors changes in judiciary interpreting policies and advises senior leadership on policy that affects the court.



U.S. District Court for the Northern

District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

- Contributes to or prepares presentations on translation/interpretation-related topics as part of staff meetings or other professional development efforts.
- Performs administrative duties, clerical work, and other duties as assigned.
- Travels within the district to provide interpreting and translation services as assigned.

Qualifications:

- A high school diploma or equivalent is required. Bachelor's Degree from an accredited college or university is preferred. Candidate should have at least 3 years' experience in a courtroom or a similar environment.
- Federally certified by the Administrative Office of the U.S. Courts for Spanish/English based on passing the Federal Court Interpreter Certification Examination.
- Demonstrated work experience that has provided knowledge, skills, and abilities needed to render a message accurately and idiomatically from the source language into the target language without any additions, omissions or other misleading factors that might alter the intended meaning of the message from the source language speaker in a courtroom or legal environment.
- Experience working with people from a wide variety of backgrounds, cultures, and socioeconomic levels is desirable.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Excellent organizational and customer service skills.
- Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness, impartiality, and strong character required of an officer of the judiciary

Benefits:

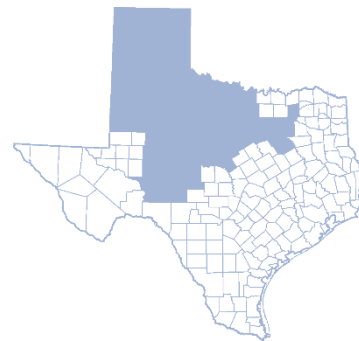
The United States District Court is part of the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>

Other:

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

The Court is an Equal Opportunity Employer:

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.



How to Apply:

Qualified applicants must submit a cover letter, detailed resume, copy of the applicant's Administrative Office Interpreter Certificate and Oral Examination Assessment Scores, and salary history to Human Resources at the email address below. The subject line must include: "25-09."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov