

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement: **22-01**  
Opening Date: **October 4, 2021**  
Closing Date: **Open until filled; preference given to  
applications received on or before November 4, 2021.**



### **Court Interpreter/Coordinator**

**DUTY STATION: ATLANTA, GA**

**JSP 12 - 14 (\$81,638 - \$114,717)**

**Placement depends upon experience.**

The United States District Court, Northern District of Georgia, has an opening for a Court Interpreter/Coordinator in the exciting and growing city of Atlanta, Georgia. **The position will be available January 3, 2022.** The incumbent provides Spanish-English interpreter services for defendants and defense witnesses in the courtroom in criminal matters pending before the court and during interviews with a probation officer and schedules and coordinates the use of contract interpreters for such proceedings. The incumbent is also responsible for producing relevant translation of documents in criminal matters when specifically ordered by the court. The tasks to be performed are complex, calling for a wide range of well-developed interpreting and interpersonal skills. This position has an Atlanta duty station with occasional travel to the Rome, Newnan, and Gainesville, Georgia divisions. Overtime hours may be required, for which compensatory time may be authorized.

#### **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. Provide interpretation and translation services for out-of-court proceedings for probation and pretrial services. Prepare for court proceedings, including reading case files and conducting terminology research, as necessary.
- Assist in scheduling and coordinating contract interpreters, including interpreters for the Telephone Interpreting Program. Assist in coordinating with 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.
- Assist court procurement staff in preparing purchase orders and other paperwork and processing payments for contract interpreters.
- Assist in initiating mandatory Federal Bureau of Investigation 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.
- Answer questions from members of the bar and others seeking information regarding the interpreting profession and translation services. Monitor the court's built-in portable and telephonic interpreting program equipment and interact with the appropriate department to ensure functionality.
- 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 and reports and prepare training and orientation material and other documents.

**MANDATORY QUALIFICATIONS:** To qualify for this position, an applicant must possess a minimum of one year of professional interpreting experience in a legal setting. Such experience must demonstrate that applicants possess the ability to interpret in the consecutive and simultaneous modes. Successful completion of the Federal Court Interpreter Certification Examination (FCICE) with a Spanish certification is required. Applicants must also possess the ability to communicate professionally with all persons who appear in the courtroom, regardless of their education level. Additionally, the ability to remain impartial in all cases and to accurately translate complex written documents for court use are imperative. For placement at JSP 12, one year of court interpreter experience is required; for JSP 13, two years; and for JSP 14, three years.

Must possess the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; and have a strong sense of personal and professional integrity. Must be able to interact cooperatively with other staff. Professional appearance and demeanor are important.

Competencies (Knowledge, Skills, and Abilities):

- Skill in simultaneous and consecutive interpretation and sight translation with a high degree of accuracy and at a high speed of delivery.
- Ability to reproduce language register when dealing with both formal and informal speech, to listen to and retain lengthy segments of speech in both languages of up to 50 words to interpret without undue interruption and to preserve the accuracy of the record.
- Ability to take and read accurate notes in both languages.
- Ability to access and use reference materials as well as to develop and maintain personal professional glossaries.
- Ability to function well in an interpreting or translating team.
- Knowledge of advanced grammar and usage in English and Spanish, including the ability to interpret smoothly, clearly, fully, and accurately in both languages.
- Ability to fluently speak, understand, read, and write English and Spanish.
- Advanced knowledge of idioms, slang, and regionalisms in both languages.
- Knowledge of court interpretation protocol and techniques.
- Knowledge of federal and state court legal terminology and concepts in English and Spanish.

**PREFERRED EXPERIENCE:** Prior courtroom experience is preferred. Current and/or prior membership in a professional court interpreter association and proof of attendance at interpreting seminars and conferences are preferred, as is familiarity with the format of audio transcriptions and translations. Prior experience in interacting with court interpreters of different languages is desired.

**NOTICE TO APPLICANTS:** Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the Clerk’s Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

**BENEFITS:**

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long-term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

**APPLICATION PROCESS:** To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>); and 4) a copy of the Administrative Office of the US Courts Interpreter Certificate and Oral Examination Assessment Scores. Completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to the Human Resources Office, ATTN: Linda Cooke, Human Resources Manager, **Vacancy #22-01**, 2013 U.S. Courthouse, 75 Ted Turner Drive, SW, Atlanta, GA 30303-3338. **Preference given to applications received on or before November 4, 2021.** All applicants will be screened to identify the best qualified and most suitable candidate. Interview and relocation expenses are not reimbursable.

*The United States District Court is an Equal Opportunity Employer.*