UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA
Office of the Clerk of Court

Career Opportunity #: 06/56 **Date: September 8, 2006**

POSITION:	Court Interpreter/Spanish
POSITION TYPE:	Full-Time Regular
SALARY RANGE:	$41,575 - $113,822 (CL 27 - CL 30) Depending on Court Experience
CLOSING DATE:	October 6, 2006
LOCATION:	Tucson, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.

OCCUPATIONAL INFORMATION

This position is located in the U.S. District Court Clerk's Office. The incumbent provides Spanish-English interpreter services in matters pending before the court as well as producing relevant translation of documents. The tasks to be performed are very complex, calling for a wide range of well-developed interpreting and interpersonal skills. The choice of which interpreting technique is required, consecutive, simultaneous, or summary, is governed by the particular situation. Travel within the state of Arizona will be required.

Duties will include the following:

- Interpreting in consecutive mode for witnesses in the courtroom.
- Interpreting in whispered simultaneous mode for the defendant during the entire proceedings of the court.
- Interpreting in the summary mode at the request of the Court.
- Interpreting for the defendant/lawyer in the environs of the courthouse so that a proper defense can be effected.
- Interpreting in the consecutive and/or simultaneous modes as required during courtroom proceedings.
- Translating official documents submitted into evidence or for use by the judge or magistrate judge, as well as correspondence to and from the Court.
- Transcribing and/or certifying transcriptions of wire-tap tape recordings to be introduced into evidence.
- Assisting with the processing of vouchers for contract interpreters.
- Scheduling contract interpreters in all languages for assignment to court proceedings.

MINIMUM QUALIFICATIONS

To qualify for this position, an interpreter must have the ability to interpret in the consecutive, simultaneous and summary modes, as evidenced by a passing score on the Court Interpreter Certification test, administered by the Administrative Office of the United States Courts. One year of specialized experience as a court interpreter is required. Appointment above the CL 27 level will depend on years of specialized experience. The

ability to communicate professionally with educated and non-educated persons who appear in the courtroom as well as their counsel, while remaining impartial in all cases is required. The ability to translate complex written documents for court use is also required.

SELECTION PROCESS

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The 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 District Court Executive may elect to select a candidate from the original qualified applicant pool.

ADDITIONAL INFORMATION

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

HOW TO APPLY

Submit a cover letter, application form*, resume, and a copy of your Certified Interpreter Certificate issued by the Administrative Office of the U.S. Courts, to:

United States District Court
Attn: Human Resources Division
Evo A. DeConcini U.S. Courthouse, Suite 1509
405 West Congress St.
Tucson, AZ 85701-5010
(520) 205-4215 Fax (520) 205-4239

* You can obtain our application form on our web page at www.azd.uscourts.gov under "Employment/Employment Applications"

Applications received after the closing date may not be considered.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA
IS AN EQUAL OPPORTUNITY EMPLOYER