

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position: Court Interpreter &
Interpreter Coordinator**

Announcement Number: 2023-21
Location: Plano, TX or Sherman, TX
Grade Range: JSP 11-14
Salary Range: \$74,961-\$164,127
depending upon qualifications



U.S. District Court, TXED
Human Resources Dept.
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: 9/12/2023
Closing Date: Open until filled.

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced individual to serve as a **Court Interpreter & Interpreter Coordinator** for the U.S. District Court. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler. The duty station for this position is Plano, TX or Sherman, TX. However, this individual will be responsible for coordinating interpreters for all divisions throughout the entire district.

POSITION OVERVIEW AND DUTIES:

Position Overview. Representative duties include:

- Provides simultaneous and consecutive interpretation, and sight translation services during in-court hearings related to all stages of the criminal process by rendering from English into Spanish, and from Spanish into English
- Provides interpreting services in the relay mode with interpreters of indigenous languages from Mexico. Acts as facilitator of telephonic events in the courtroom for interpreting events in other-than-Spanish languages.
- Provides interpreting services nationwide as part of the Telephone Interpreting Program, with priority to the Eastern District of Texas. This responsibility entails researching the assigned cases and preparing for the event following established protocols.
- 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.
- Prepares for assignments by reading case files and conducting terminology research, as necessary.
- Prepares written translations of a variety of materials for the court, ranging from general correspondence to the court from defendants and/or family members, to complex legal documents from other countries or in languages other than English. Assignments may also

include the translation of official forms.

- Participates in working groups that already exist or may be formed with the objective of completing special projects such as glossaries or translations.
- 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.

PREFERRED 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 the courtroom or a similar environment.
- Successful passing of the Federal Court Interpreter Certification Examination (FCICE) and be federally certified by the Administrative Office of the U.S. Courts for Spanish/English.
- Specialized experience is defined as experience that has provided the interpreter with the knowledge, skills, and abilities to render a message accurately and idiomatically 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.
- 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.
- Must have the ability to remain impartial.
- Demonstrated skill in providing excellent customer service.
- Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.

BENEFITS AND HIRING POLICIES:

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. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees Retirement System which contributes to the Social Security Retirement Program, the Federal Employees Health Benefits Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees

are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (questions 18,19, and 20 completed), and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2023-21 Court Interpreter) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates that progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.