



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	July 21, 2016	<b>Grade Range:</b>	JSP 13/1 – JSP 14/10
<b>Job Announcement No.:</b>	2016-23	<b>Salary Range:</b>	\$92,632 - \$142,304
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	August 4, 2016
<b>Position Title:</b>	Official Court Interpreter		

**To apply: Applicants must submit a cover letter, resume, application, and a copy of their Federal Court Interpreter Certification Examination (FCICE) to the Human Resources Department by Thursday, August 4, 2016. For further information, please see directions under “Notice to Applicants” listed below.**

### POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is seeking an Official Court Interpreter (Spanish/English). The interpreter will report to the Judicial Services Manager. The staff interpreter provides simultaneous interpreting services for the Court at all proceedings ranging from initial appearances and arraignments through motions, trials, and sentencings.

### POSITION DUTIES AND RESPONSIBILITIES

- The incumbent translates written documents that may be introduced into evidence, transmitted by the Court to other parties, or for other purposes.
- The staff interpreter provides Spanish-language telephone and over-the-counter assistance to non-English speakers.
- The incumbent will audit and review records and invoices submitted by the contract court interpreter for compliance with Judicial Conference guidelines and internal control procedures.
- Any additional assignments that will not detract from the interpreter’s ability to concentrate fully on interpretation tasks and responsibilities.

### JOB REQUIREMENTS AND QUALIFICATIONS

Successful completion of the Federal Court Interpreter Certification Examination (FCICE) is required for all staff court interpreters. Applicants must have and document a minimum of two years of relevant court interpreting experience. Applicants must also have experience in translating a variety of legal and other documents from English into Spanish and Spanish into English. The Court prefers applicants who have earned a bachelor’s degree from an accredited college or university. Applicants must have well-developed interpersonal skills to deal professionally with district and magistrate judges, criminal defendants, witnesses, court personnel, members of the Court’s bar, and the general public. Occasional travel may be required.

### COMPENSATION

Compensation and classification level will be based on the work experience, qualifications, and salary history of the successful candidate. The Court will match or exceed the classification level of an applicant who is currently employed as a U.S. District Court interpreter in another district. To qualify for a JSP 13, applicants must have two years of specialized experience, including one year equivalent to work at the JSP 12. To qualify

for a JSP 14, applicants must have three years of specialized experience, including at least one year equivalent to work at the JSP 13. Specialized experience is closely related to the work of the position and demonstrates the knowledge, skill, and ability to successfully perform the duties of the position.

Specialized experience is 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 receptor 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.

**EMPLOYEE BENEFITS**

Benefits information may be viewed at: [www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx](http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx)

**NOTICE TO APPLICANT**

**Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, application, and a copy of their FCICEA Certificate. Job announcements and employment applications may be obtained by visiting our web site at: <http://www.ilnd.uscourts.gov/Pages.aspx?ovGPv5hNkHK6wjSsfLIOTQ==>**

**Please send your cover letter, resume, application, and Interpreter Certificate in a single pdf to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov). Application materials must be received by the Human Resources Department by Thursday, August 4, 2016.**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

**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.**