



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division

VACANCY ANNOUNCEMENT
Staff Interpreter

Salary: JSP 11/1 to 14/10 - Depending on Qualifications

Announcement No. 18-50 **Closes:** Open Until Filled **Available:** Immediately

Introduction

The United States District Court for the Middle District of Florida is accepting applications for the position of Staff Interpreter (Spanish/English) in Tampa, Florida.

Responsibilities

- The Staff Interpreter provides simultaneous and consecutive interpretation, and sight translation services for in-court hearings related to all stages of the criminal process by transferring the message from English to Spanish and from Spanish to English.
- The Staff Interpreter prepares for assignments by reading case files and conducting terminology research, as necessary.
- The Staff Interpreter must maintain functional knowledge of the proper use and routine maintenance of the Court's built-in and portable interpreting equipment.
- The Staff Interpreter must maintain a professional demeanor and have the ability to remain impartial at all times.
- When not interpreting, the Staff Interpreter can be asked to perform other duties; however, any additional assignments will not detract from the interpreter's ability to concentrate fully on interpretation tasks and responsibilities.
- Travel is required to other divisional offices or for other court related purposes.

Qualifications & Preferred Qualifications

Minimum Qualifications: Certification from the Administrative Office of the United States Courts and four years of Court interpreting experience are required. Prior Federal courtroom experience is required.

Court Preferred Qualifications: Candidates should possess strong organization and people skills; good judgment, tact and initiative; and the ability to communicate clearly and concisely, both orally and in writing. Candidates should have the ability to work harmoniously with others in a team-based organization.

Additional Salary Information: If currently an on-staff Interpreter with the Federal Courts, Grade/Step will be matched. Position carries full Federal benefit package.

Application Procedure

Qualified candidates may apply by submitting a cover letter (including job title/number listed above), a detailed resume (including salary history, e-mail address, and a daytime phone number), and a copy of your Administrative Office Interpreter Certificate and Oral Examination Assessment Scores to: Director of Human Resources, Clerk's Office, Attention: 18-50, 401 W. Central Boulevard, Orlando, Florida, 32801 or you can email a **single PDF version** to resume_orl@flmd.uscourts.gov, but not to both. Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check as a condition of employment.

Employee Benefits

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida services a 35-county area in mid-Florida with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional office located in Tampa, Jacksonville, Ocala and Fort Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.