



Sandra Day O'Connor
U.S. Courthouse
401 West Washington Street
Phoenix, AZ 85003-2119

Benefits

Federal benefits include:

- Paid Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include:
 - Defined contribution program (4.4% of gross pay)
 - Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility in Phoenix.



The United States District Court
for the District of Arizona is an
Equal Opportunity Employer

U.S. District Court – District of Arizona

Career Opportunity # 24-31

Interpreter

Position Type:	Full Time Regular
Salary Range:	\$75,783 - \$165,931 (Depending on qualifications and experience)
Job Grade:	JSP 11/1 to JSP 14/10
Open Date:	5/13/2024
Closing Date:	Open Until Filled
Location:	Phoenix, AZ

POSITION OVERVIEW

The United States District Court for the District of Arizona is currently seeking a full-time, permanent court interpreter position located in the Phoenix Clerk's Office.

REPRESENTATIVE DUTIES

The incumbent provides Spanish-English interpretation services in all type of matters before the court as well as 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 sight, is governed by the particular situation. Travel within the state of Arizona will be required.

Duties will include the following:

- Interpreting in the consecutive and simultaneous modes as required during courtroom proceedings.
- Translating documents and correspondence to and from the court.
- Assisting with the processing of vouchers for contract interpreters.
- Providing remote interpretation services via TIP (Telephone Interpreting Program).
- Interpreting outside of court for ancillary matters related to the court as directed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

The applicant *must hold a Court Interpreter Certification issued by the Administrative Office of the United States Courts as a Spanish court interpreter and provide proof of said certification.* The candidate must be proficient interpreting in the simultaneous and consecutive mode, as well as provide sight translations and translate documents. Preference will be given to candidates who can demonstrate actual court experience.

Appointment above the JSP 11 level will depend on years of specialized experience and budget restrictions. Specialized experience is defined as experience that has provided the interpreter with the knowledge, skills and abilities to accurately interpret between Spanish and English, without any additions, omissions or changes to the meaning, while maintaining the same register as the speaker.

The ability to maintain a professional demeanor in all cases is required. The ability to translate complex documents and correspondence written in a wide variety of registers is also a requirement.

APPLICANT INFORMATION

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. In the event that a position becomes vacant in a similar classification, within a reasonable



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How to Apply

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- A copy of your Federal Court Interpreter Certification issued by the Administrative Office of the U.S. Courts.
- Your most recent performance evaluation (preferred) OR a letter of recommendation.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be MS Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources. Applications and/or attachments received after the closing date may not be considered.



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time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

All promotions are subject to approval of the District Court Executive and by the Administrative Office of the U.S. Courts.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free work place and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

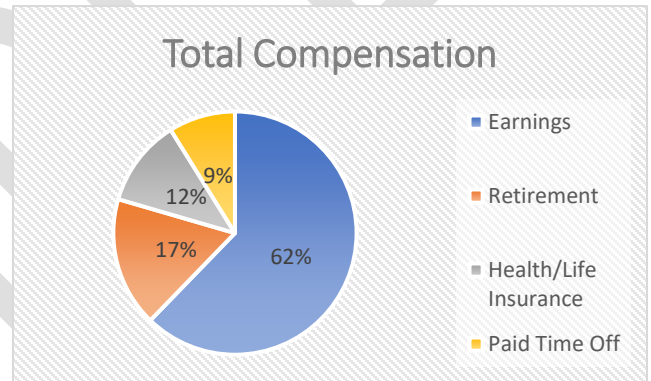
POSITION: Interpreter, Full-time
LOCATION: Phoenix, AZ
CLASSIFICATION LEVEL: JS 11 - 14
SALARY: \$90,833 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$90,833

Retirement Benefits	\$25,161
Health/Life Insurance	\$16,982
Paid Time Off	\$12,926



TOTAL EMPLOYER CONTRIBUTIONS \$55,069

Employer contributions represent 37.63 % of total compensation

TOTAL COMPENSATION

\$145,902

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)