

**POSTING DATE: CONTINUOUS**

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Interpreter Trainee (Spanish)  
Court Reporters, Digital Recording, and Interpreter Administration**

***(Open to Promotion, Transfer, and New Hires)***

**SALARY: \$39,243 - \$43,065 (G15)**

**FILING DEADLINE: COUNTINUOUS**

Applications are being accepted for this position. Qualified candidates may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

**REQUIREMENTS:**

1. A bachelor's degree from an accredited college or university or graduation from a recognized training program for interpreters/translators.

**OR**

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania.

2. Satisfactory completion of a six-month employee orientation period.
3. City residency required within (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

**GENERAL DEFINITION:**

This is a trainee level position where the employee will interpret, in a professional manner, all court-related proceedings for individuals with limited English proficiency. The interpreter trainee will successfully complete a training program as developed and administered by the deputy court administrator or designee(s). Work involves being familiar with legal terminology, general vocabulary usage, idiomatic expressions and grammar forms in both languages. A significant aspect of the work involves establishing an effective working relationship with limited-English proficiency individuals. Work also requires a high degree of confidentiality and discretion. The interpreter trainee must register and attend the AOPC interpreter orientation program, and follow through to complete all requirements and testing done by the AOPC, and attend all training given by the FJD Interpreter Services.

## **ESSENTIAL FUNCTIONS:**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Interprets in open court and other judicial departments, divisions and offices for individuals with limited English proficiency.
- Interprets all communications as required in the appropriate interpreting modes: simultaneous, consecutive or sight.
- Translates various documents both orally and in writing such as judicial orders, notices, forms, pamphlets and correspondence for individuals with limited English proficiency.
- Gives information in language specialty to those inquiring about activities and facilities which the judiciary makes available to the public either in person or by telephone.
- Maintains confidentiality of information acquired during interpretation session as required by professional code of ethics for judiciary interpreters and other work rules.
- Keeps a record of all interpreter requests and assignments according to established procedures.
- Prepares weekly and annual reports and meets regularly with supervisor to discuss work progress and any additional issues.
- Directs and handles requests for all languages and sign interpreters according to established procedure.

## **ENVIRONMENTAL CONDITIONS:**

Standard courtroom and office conditions.

Some contact with FJD employees and a diverse court clientele.

## **KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Extensive knowledge of language interpretation techniques and translation practices.
- Proficiency in both Spanish and English and mastery of the use of grammar and vocabulary in both languages.
- Considerable knowledge of colloquialisms, idiomatic expressions and slang in both languages.
- Considerable knowledge of accepted professional and ethical standards, applicable statutes or rules governing interpreters, and medical, legal, financial, and technical terminology in both English and Spanish.
- Ability to convey content and assess the effectiveness of communication transmitted using the language most easily understood by the persons involved in the communication transaction.
- Ability to translate routine correspondence into language specialty.

- Ability to exercise judgment to assess whether or not communication is being understood.
- Ability to interpret for prolonged periods of time.
- Ability to maintain impartiality with regard to the setting, content and/or persons involved.
- Ability to establish effective working relationships with associates and the general public.

**The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

<p><b>EMPLOYMENT APPLICATION</b></p> <p>FIRST JUDICIAL DISTRICT OF PENNSYLVANIA <b>HUMAN RESOURCES</b></p> <p><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	<i>OFFICE USE ONLY</i>		
	POSITION		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS (1)	
		(2)	
		(3)	

**READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:**

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS	(City)	(State)	(Zip)
EMAIL ADDRESS	HOME PHONE	BUSINESS PHONE		
POSITION APPLIED FOR	SALARY DESIRED			

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA? <input type="checkbox"/> No <input type="checkbox"/> Yes    NAME(S): _____				
<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>Are you currently or have you ever served in the U.S. Armed Services? Yes No</p> <p><i>If yes, years of service:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>May we contact your present employer for information? Yes No</p> <p><i>If no, explain:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>			

**READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW**

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date \_\_\_\_\_

Signature \_\_\_\_\_

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment).  Yes  No

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2. I owe fines and costs to the FJD or another court in another jurisdiction.  Yes  No  
*If yes, detail balances, dates, jurisdictions and reasons for nonpayment.*

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3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax).  Yes  No  
*If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.*

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4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs.  Yes  No

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5. My driver's license is currently suspended or revoked.  Yes  No  
*If yes, please explain:*

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The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION						
	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

**EXPERIENCE:** Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

**EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)**

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

**VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE**

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: \_\_\_\_\_

3. Position Applied For: \_\_\_\_\_

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I certify that the above information is true and correct. (*Please print legibly*)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)