



**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

PLEASE POST  
ANNOUNCEMENT NO. 11819 AMENDED

**TITLE:** PER DIEM COURT INTERPRETER (FREELANCE) -  
LANGUAGES OF CENTRAL AND EASTERN EUROPE

LANGUAGES INCLUDE, BUT ARE NOT LIMITED TO: ALBANIAN, BOSNIAN, BULGARIAN, CROATIAN, FRENCH, SERBIAN, RUSSIAN, AND UKRANIAN

**LOCATION:** NEW YORK STATE COURTS  
While opportunities exist statewide, there is a special need for these language services in New York City and for several counties in upstate New York.

**REQUIREMENTS:** HIGH SCHOOL DIPLOMA OR THE EQUIVALENT AND A LEGAL RIGHT TO WORK IN THE UNITED STATES

**COMPENSATION RATES:** FULL-DAY RATE: \$250.00  
HALF-DAY RATE: \$140.00  
THERE ARE NO FRINGE BENEFITS AVAILABLE

**DISTINGUISHING FEATURES OF COURT INTERPRETING WORK:**

Per diem court interpreters are independent contractors who work on a per-diem basis and are responsible for interpreting between English and another language in the courtroom and/or other settings. They perform simultaneous and consecutive interpretation, as well as translation of court documents and other written material. For more information on the job as a court interpreter, please visit: [www.nycourts.gov/courtinterpreter/video.shtml](http://www.nycourts.gov/courtinterpreter/video.shtml)

**ADDITIONAL QUALIFICATIONS:**

To qualify as a per diem court interpreter, individuals must first demonstrate sufficient English language competency by passing the New York State Court System's **Written Test of English Language Proficiency and Legal Terminology**. This 75-question written test is designed to assess English language proficiency involving grammar, vocabulary, word usage, reading comprehension, idiomatic expressions and legal terminology. Individuals are allowed 90 minutes to complete the written test and must obtain a passing score. More information about this written test can be found at: <http://www.nycourts.gov/courtinterpreter/pdfs/Proficiency.pdf> Upon successful completion of the written exam, candidates may be assessed on their oral language skills. For this particular announcement, **Oral Assessment** examinations are currently conducted in Albanian, French and Russian. Please see the Candidate Guide for more information on the oral tests at: <http://www.nycourts.gov/courtinterpreter/pdfs/candidateguide.shtml> Candidates may also be required to submit professional references related to their interpreting skills. Interpreters possessing out-of-state court interpreter certification or other federal certification or professional credentials may apply for state reciprocity for the Registry designated languages or other languages subject to specific conditions (i.e., minimum educational requirements, professional training and experience, and a criminal history check). Additional information on reciprocity provisions may be found at: <http://www.nycourts.gov/courtinterpreter/pdfs/Reciprocityprovisions.shtml>

**GENERAL INFORMATION:**

Successful individuals are listed in the **Statewide Roster** of interpreters eligible for court interpreting assignments in the New York Courts based upon the specific counties where they would be willing to work. Interpreters who meet the qualifications listed will be required to attend (at no fee) specific seminars on ethics and courtroom procedures conducted by the Office of Court Interpreting Services. Unified Court System employees are not eligible to be placed on this roster. Written and oral examinations are administered in test centers throughout New York State and are held on a periodic basis depending upon the needs of the courts. The Written examination is administered **twice a year** (during May and December). Applications must be received by April 1st and November 1<sup>st</sup> respectively.

**HOW TO FILE:**

Individuals can file directly by completing the **Application For Language Skills Screening** which is available online at: <http://www.nycourts.gov/careers/applicationforms.shtml> or by contacting the Office of Court Interpreting Services at the address below:

Ms. Sandra Bryan  
Coordinator of Court Interpreting Services  
Office of Court Administration  
Division of Court Operations  
25 Beaver Street - Room 859A  
New York, NY 10004  
Phone Number (646-386-5670)

**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY.**

There are **NO APPLICATION FILING FEES OR EXAMINATION FEES** for this opportunity at this time. However, individuals who meet all of the qualifications, including passing the screening examinations, will be required to pay a fee of \$75.00 for fingerprint processing to conduct a required criminal history background check.

**ISSUE DATE: SEPTEMBER, 2008**

THE STATE OF NEW YORK UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.