



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1823

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**POSITION TITLE:** COURT INTERPRETER SIGN AMERICAN SIGN LANGUAGE **JG:18**

**LOCATION:** NEW YORK STATE COURTS

**BASE SALARY:** \$54,947 + \$4,100 LOCATION PAY (NYC ONLY)

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** High School Diploma **or** the equivalent **and** professional certification by a recognized credentialing authority as required by Section 390 of the judiciary law; **or** an equivalent combination of education and certification.

NOTE: The Chief Administrative Judge has established the Registry of Interpreters for the Deaf, Inc (RID) as a recognized credentialing authority. The minimum RID credential required by the New York State Unified Court System is the National Interpreter Certificate (NIC). Prior to appointment, candidates may be required to participate in an assessment of their language competency and skills.

**DISTINGUISHING FEATURES OF WORK:** Court Interpreters (Sign) are primarily responsible for interpreting between American Sign Language (ASL) and spoken English in the courtroom and other settings. They also perform sight translations of written documents into American Sign Language. When court activity does not require interpreting services, Court Interpreters (Sign) also may schedule per diem interpreting services, perform clerical tasks such as filing or answering inquiries, and other related duties.

**ASSIGNMENT:** There is currently a need for qualified American Sign Language Interpreters in the NYC Courts. Duties include but are not limited to: interpreting between English and American Sign Language (ASL) in formal and informal settings; translating official, technical, medical and legal documents, certificates, letters and other written material into ASL; assisting the deaf and hard of hearing, in completing forms and preparing complaints and performing clerical tasks such as indexing and filing court papers and answering routine inquiries from the public.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Ann Ryan  
Coordinator, Office of Language Access  
Division of Professional and Court Services  
25 Beaver Street - Suite 809  
New York, NY 10004  
Phone Number : 646-386-5670  
e-mail: courtinterpreter@nycourts.gov

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** September 2018

**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY**

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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