



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1520

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL COURT INTERPRETER

JG: 23

LOCATION: OFFICE OF COURT ADMINISTRATION - OFFICE OF LANGUAGE ACCESS
25 BEAVER STREET, NY, NY

BASE SALARY: \$ 67,452 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One year of service in the Senior Court Interpreter title; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under the direction of a District Executive, or Chief Clerk, Principal Court Interpreters are the highest ranking Court Interpreter in a citywide court or Judicial District. They are responsible for ensuring prompt, accurate, and consistent, oral, written, and sign interpreting services. Principal Court Interpreters are also responsible for supervising, coordinating activities, and evaluating the performance of Senior Court Interpreters, Court Interpreters, and voucher paid interpreters. Principal Court Interpreters maintain a schedule of interpreters assigned to courts or districts, and make recommendations related to interpreter staffing. Principal Court Interpreters interpret between English and another language, collect and analyze statistics related to interpreter services, perform clerical and administrative tasks, and other related duties.

ASSIGNMENT:

This position will report to and work closely with the Statewide Coordinator for the Office of Language Access, assisting with implementation of UCS policies and procedures to ensure the provision of interpreters and language services to the New York State Courts. The position will also assist with translation of documents and materials, training programs for interpreters (spoken languages and Sign), outreach and recruitment. Experience with the Electronic Scheduling System (e-system) for court interpreters is required, additional database and administrative skills preferred. Position may also be called-upon to interpret for courts on an as-needed basis.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

NANCY MANGOLD
DIRECTOR, DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET - ROOM 809
NEW YORK, NEW YORK 10004

POSTING DATE: June 9, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 30, 2015

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.
