



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 21504

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL COURT INTERPRETER **JG: 23**

LOCATION: NYC CRIMINAL COURT

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:

Duties include, but are not limited to: supervising all interpreters in NYC Criminal Court; monitoring the quality of interpreting services, evaluating problems and recommending solutions; planning and coordinating work schedules for all interpreters; training subordinate staff; investigating and resolving complaints related to interpreter services; developing performance standards and checking for compliance; evaluating court interpreters' language proficiency and overall performance; preparing reports; and interpreting verbatim between English and another language in formal and informal settings.

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:

JUSTIN BARRY
CHIEF CLERK VII
NEW YORK CITY CRIMINAL COURT
100 CENTRE STREET - ROOM 316
NEW YORK, NEW YORK 10013

POSTING DATE: May 14, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 5, 2015

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