



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1316

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SENIOR COURT INTERPRETER **JG: 21**

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

BASE SALARY: \$ 71,748 + \$ 4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

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

ASSIGNMENT: The Senior Court Interpreter will serve in an administrative and supervisory capacity at the Office of Language Access. Responsibilities include scheduling and facilitating remote interpreter appearances, prepare reports, interpret for scheduled and unscheduled proceedings, assist in the investigation of language access complaints, provide support and guidance to per diem and staff interpreters, maintain and update glossaries, answer general language access inquiries, research languages of lesser diffusion and locate resources, outreach, assist in exam development, track and organize requests for exam waivers and reciprocity, provide support for training and program development and various clerical and administrative duties as needed by the Office of Language Access.

Candidates are required to have expertise in court interpreting, legal terminology, strong administrative, leadership, interpersonal skills, proficiency in software such as MS Office, Foxit, and Adobe Desktop Publishing. Some travel within the NYS Unified Court System is required.

DISTINGUISHING FEATURES OF WORK:

Under supervision, Senior Court Interpreters are responsible for supervising and coordinating the activities of court interpreters and for evaluating their performance. Senior Court Interpreters also interpret between English and another language, perform clerical and administrative tasks, and other related duties.

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: 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) and a cover letter and resume by email to DPCSapplicants@nycourts.gov or mail to:

Ann Ryan
Coordinator, Office of Language Access
25 Beaver Street, 7th Floor
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: March 10, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 7, 2023

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.
