



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 20416

PROMOTIONAL OPPORTUNITY

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

LOCATION: NEW YORK CITY CIVIL COURT
CITYWIDE

BASE SALARY: \$73,897 + \$4,775 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.

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.

ASSIGNMENT: This position supervises other Interpreters, coordinates per-diem schedules, testing and training, inputs the e-interpreter data and creates reports for the administration as requested.

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 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 resume and cover letter by email to ChiefClerkCivil@nycourts.gov or by mail to:

Alia Razzaq
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

POSTING DATE: April 23, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 21, 2024

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.
