



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: COURT INTERPRETER (SPANISH) (JG-18) EXAMINATION NUMBER: 45-804

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **May 5, 2018**.

**DISTINGUISHING
FEATURES OF
WORK**

Court Interpreters are primarily responsible for interpreting between English and Spanish in the courtroom and other settings. When court activity does not require interpreting services, Court Interpreters also may oversee per diem interpreting services, perform clerical tasks such as filing or answering inquiries and other related duties.

**LOCATION OF
POSITIONS**

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State.

**APPLICATION
PROCESS**

A **\$30.00 non-refundable** application fee is required to file for this examination. Applications for this examination must be filed **ELECTRONICALLY no later than April 5, 2018**. To access the application go to: www.nycourts.gov/careers/. Applicants must have a working e-mail address to complete the application process and to receive Admission and Result Notices. An application is considered successfully filed upon immediate receipt of an Application ID Number. Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: UnifiedCourtSystemExam@nycourts.gov.

**ADMISSION
NOTICE**

Admission notices will be e-mailed to all applicants on or about April 25, 2018. Contact the Office of Court Administration at (212) 428-2580 or e-mail ExamUnit@nycourts.gov (7) days prior to the examination date if an Admission Notice has not been received.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must, by the date of the written examination, May 5, 2018, possess a high school diploma or equivalent.

****Successful candidates are eligible to be placed on the Registry of Per-Diem Court Interpreters for Spanish. Per Diem Court Interpreters work on an as-needed freelance basis and are compensated at the rate of \$300 per full day or \$170 per half day. Accepting Per Diem assignments has no bearing on a candidate's status on the eligible list, which is canvassed for full time positions. Upon appointment from the eligible list, candidates are no longer permitted to work as Per Diem Interpreters.**

SUBJECT OF EXAMINATION

The examination will consist of a Written Test and an Oral Test, as described below, each of which accounts for 50% of the total score. *Applicants must pass the written test to be eligible to take the oral test.* After the written test has been scored, successful applicants will be notified when to appear for the oral test. Both the written and oral tests will be held in test centers throughout New York State.

WRITTEN TEST: The written test will consist of multiple-choice questions designed to assess the following:

Translating Written Material

These questions assess applicants' ability to translate written selections from one language into another. Applicants will be given written selections in English and Spanish. The applicants must select the most accurate Spanish or English translations for the given selections.

English/Spanish Grammar and Usage

These questions assess applicants' ability to apply the basic rules of grammar, usage and sentence structure in English and Spanish.

Vocabulary

These questions, presented in English and Spanish, assess applicants' knowledge of general vocabulary including words, phrases or idioms commonly used in court situations. From four alternative choices, applicants select the word, phrase or idiom that most closely has the same (or opposite) meaning of a given word, phrase or idiom.

Reading, Understanding and Interpreting Written Material

These questions assess applicants' ability to comprehend written material in English and Spanish. The following formats are used:

Format A: Applicants are presented with brief reading selections followed by questions pertaining to the information contained in the selections. All information required to answer the questions is provided in the selections.

Format B: Applicants are presented with short written sentences or passages with a word or phrase missing. From a list of four options, applicants are instructed to select the word or phrase that best fits into the sentence. Questions are in the same language as the reading selections. Applicants are not required to have any special knowledge relating to the content area covered in the selections.

Applicants must obtain a passing score on the written test to be invited to participate in the oral test.

ORAL TEST: The oral test will assess applicants' ability to interpret from English to Spanish and Spanish to English. The test consists of the following six (6) sections: I) Sight Translation from English to Spanish; II) Sight Translation from Spanish to English; III) Consecutive Interpreting - Question and Answer in English and Spanish; IV) Simultaneous Interpreting - One-Voice from English into Spanish; V) Simultaneous Interpreting - One-Voice from Spanish to English; and VI) Simultaneous Interpreting - Two-Voice from English to Spanish. The first two sections of this test (the sight translations) require the applicant to review documents in one language and give an oral interpretation of that document into the target language. The remaining sections are in a video format with one or two persons speaking in a simulated courtroom situation. In simultaneous and/or consecutive interpreting modes, the applicant is required to orally interpret everything spoken in English into Spanish and vice versa. Each applicant will be tested individually, and all responses will be recorded (audio only). A professional bilingual expert will then evaluate the applicant's test performance anonymously. Evaluations are based upon the accuracy, completeness, fluency and clarity of interpretation in both languages.

Issue Date: February 15, 2018 (Revised March 5, 2018)

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. A working e-mail address is required to complete the application process and to receive Admission and Result Notices. Separate applications must be submitted if an applicant is applying for more than one examination. An application is considered successfully filed upon immediate receipt of an Application ID Number.

FILING FEE: A \$30.00 **non-refundable** filing fee is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded. Employees of the Unified Court System are not required to pay a filing fee. Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to pay a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

VETERAN CREDITS: Disabled (10 points) and non-disabled (5 points) veterans who are eligible for extra credit will have the appropriate number of points added to the final rating if otherwise successful in the examination. Eligible veterans should claim the credits when they file the application. Further information regarding instructions for filing and eligibility is contained in the application. If veteran credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include an applicant on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Applicants who cannot be tested on a Saturday for religious reasons, must include this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date and will be reviewed on a case-by-case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or taking a civil service examination for someone else or enlisting another person to take an examination for another will be subject to disqualification from that examination and may be barred from future examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR EXAMUNIT@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE MAY 5, 2018.

The Unified Court System is an Equal Opportunity Employer.