



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1425

POSITION TITLE: COORDINATOR, OFFICE OF LANGUAGE ACCESS **JG: 28**

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES

BASE SALARY: \$ 86,594 + \$3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/ CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of experience in consecutive and simultaneous interpretation between English and another language; or Master's degree from an accredited college or university and four (4) years of experience in consecutive and simultaneous interpretation between English and another language; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

The Coordinator, Office of Language Access works under general direction in the Division of Professional and Court Services. The Coordinator, Office of Language Access is responsible for assisting with the development and implementation of statewide policies and procedures related to the provision of interpreting services. The Coordinator, Office of Language Access is also responsible for ensuring that prompt, accurate and consistent foreign language and sign interpretation are provided in a manner that complies with Unified Court System policies and procedures. The Coordinator, Office of Language Access oversees the training of interpreters, coordinates the remote interpreting program, addresses complaints and concerns related to interpreting services, oversees the statewide Registry of Per-Diem Court Interpreters, and develops resource material for use by court system employees and the public. The Coordinator, Office of Language Access is responsible for gathering information about interpreting services for the purpose of producing statistical reports and performing other related duties.

ASSIGNMENT:

This position will oversee the Office of Language Access and will be responsible for acting as a liaison between Judges and UCS employees and the office for the purpose of providing information on the roles of interpreters in the courts, identifying court interpreters of non-test languages, troubleshooting problems vis-a-vis providing court interpreting services, interacting with the public, and providing curriculum for training programs. The position will also work with the Exam Development Group to develop interpreting examinations.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being 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 resume to:

NANCY MANGOLD
OFFICE OF COURT ADMINISTRATION
DIVISION OF PROFESSIONAL AND COURT SERVICES
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 23, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 15, 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.
