



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1491

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**POSITION TITLE:** COURT INTERPRETER (SPANISH) **JG: 20**  
**LOCATION:** STATEWIDE  
**BASE SALARY:** \$70,094 + (and up to \$4,775 in location pay if located in NYC, Nassau, Suffolk or the 9<sup>TH</sup> JD)  
**CLASSIFICATION:** COMPETITIVE - PROVISIONAL\*

**QUALIFICATIONS:** High school diploma or the equivalent; or an equivalent combination of education and experience. Candidates must have passed an examination for interpreters administered by the NYS Unified Court System or have an equivalent qualification.

Candidates that have passed a previous civil service exam administered by the NYS Unified Court System or the Per Diem examination; interpreters with Federal Court Certification; and Interpreters with other State Court Certifications will be considered qualified for provisional appointment. Candidates with other certifications such as in medical interpreting or those that have completed a college-level interpreting program/degree should submit their qualifications for review and are encouraged to apply.

**\*Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors. The Court Interpreter (Spanish) civil service exam is anticipated to be administered in late 2024/early 2025.**

**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 related duties.

**ASSIGNMENT:** There are currently multiple positions available throughout New York State. Duties include but are not limited to: interpreting between English and Spanish in formal and informal settings; site translation of official, technical, medical and legal documents, certificates, letters and other written material into English or Spanish; assisting non-English speaking persons in filling out forms and preparing complaints and performing clerical tasks such as indexing and filing court papers and answering routine inquiries from the public.

**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.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume, location preference form, and cover letter by email to [courtinterpreter@nycourts.gov](mailto:courtinterpreter@nycourts.gov) or by mail to:

Ann Ryan  
Office of Language Access  
Division of Professional and Court Services  
25 Beaver Street - 7th Floor  
New York, NY 10004  
Phone Number: 646-386-5670

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

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**POSTING DATE:** August 28, 2024

**APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

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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.

**Location Preference Form**

Please return this form with your application packet, to signify which locations in New York State you are interested in.

Location Name	Interested
New York City Region	<input type="checkbox"/>
Long Island Region	<input type="checkbox"/>
Westchester/ Hudson Valley Region	<input type="checkbox"/>
Albany Region	<input type="checkbox"/>
Binghamton Region	<input type="checkbox"/>
Buffalo Region	<input type="checkbox"/>
Rochester Region	<input type="checkbox"/>
Saratoga Region	<input type="checkbox"/>
Syracuse Region	<input type="checkbox"/>

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