

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

Job ID	638477	# of Positions	1
Business Title	Spanish Interpreter		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 60,000.00 - \$ 60,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Grand Jury		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Spanish Interpreter in the Grand Jury Bureau.

Under general supervision, with latitude for independent initiative and judgment, and decision, the prospective candidate will perform the following duties:

- Interpret between English and Spanish in the Grand Jury and/or other settings.
- Interpret for victims and witnesses in Grand Jury court proceedings, preparation, and related events.
- Additionally, If the defendant requires an interpreter, the interpreter will interpret for the defendant or other defense witnesses in the Grand Jury.
- Translate of various materials such as but not limited to documents and audio/video recordings.
- Perform consecutive interpreting which is used in question-and-answer situations, such as when a witness is questioned by an Assistant District Attorney or when there is another direct dialogue between an Assistant District Attorney or officer of the court and a non-English speaker. The interpreter waits for the complete question or statement in English before beginning to translate it into Spanish. When the interpreter has finished, the non-English speaker responds. When he or she has completed the response, the interpreter translates it into English, and so on.
- Perform simultaneous interpreting which requires that the interpreter speak contemporaneously with the speaker whose statements are being interpreted. This mode is used when the non-English speaker is listening to others speak during the proceedings.
- Perform sight translating which requires the interpreter to read a document or other material written in one language and immediately provide an oral translation.

Additional Information

Candidates must meet the additional requirements:

- Must have taken and passed the Written Test and the Oral Performance Language Assessment given by the New York State Unified Court System.
- Must be able to interpret between English to Spanish and vice versa.
- Candidates possessing out-of-state court interpreter certification(s) may apply for NYS-UCS reciprocity if they have been certified by at least one of the following credentialing authorities:
 - A Federal Court Certification awarded by the Administrative Office of the U.S. Courts;
 - An out-of-state certification issued through the National Center for State Courts Consortium for State Court Interpreter Certification;

- A certification issued by the National Association of Judicial Interpreters and Translators (NAJIT);or
- A placement on the Master List of Certified and Registered Court Interpreters and registered with the Judicial Council of California.

Preferred Skills

- Two years of full-time paid satisfactory experience, in a professional setting, performing oral and interpreting and written translating from Spanish into English and vice versa.
- Be able to work in a fast-paced environment and be able to meet statutory deadlines.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslff/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 06/20/2024

POST UNTIL 07/20/2024

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