OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Interpreter (Spanish)
FUNCTIONAL TITLE: Spanish Interpreter
TITLE CODE NO: 31013
BUREAU/WORK UNIT: Interpreters
WORK LOCATION: 265 E 161st Street

LEVEL: N/A

HIRING RATE: $49,856

NUMBER OF POSITIONS: 1
TEMPORARY OPPORTUNITY ONLY

JOB SUMMARY:
Interpret and translate clearly and accurately from Spanish to English and English to Spanish

ESSENTIAL FUNCTIONS:

1. Perform consecutive and simultaneous interpretations in Grand Jury panels, the Complaint Room and Video Statements
2. Converse and write fluently in Spanish and ensure the confidentiality of information
3. Interpret and transcribe video and audio recordings from Spanish to English
4. Ability to work a flexible scheduling including a schedule or rotating night and weekend shifts

JOB RESPONSIBILITIES:
Specific duties will include, but are not limited to the following:

- Maintain records of complete interpretations and other assignments as needed
- Travel to area hospitals and precincts to interpret interviews
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A four year high school diploma or its educational equivalent and two years of full-time paid satisfactory experience, in a professional setting, performing oral interpreting and written translating from Spanish into English and vice versa.
- Excellent written and oral communication skills
- Ability to work in a fast paced environment
- Excellent customer service skills
- Familiarity with general court services and functionalities preferred

To apply, please submit your resume/cover letter to the following address. ***Please include the Job Vacancy Number (JVN):***
Email: BxDAHR@bronxda.nyc.gov

Or, mail to:
Abigayle Erickson
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 12/23/2015	POST UNTIL: Filled	JVN: 902-15-1221

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