

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

E. Barrett Prettyman U.S. Courthouse  
Washington, D.C. 20001

333 Constitution Avenue, N.W.  
[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)



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<b>Position Title:</b>	<b>ASL INTERPRETER</b>
<b>Announcement Number:</b>	<b>USCA-23-08</b>
<b>Salary Range:</b>	<b>\$78,592 - \$102,166 (Grade 11 Step 1 - Grade 11 Step 10), depending on qualifications</b>
<b>Position Location:</b>	<b>Washington, D.C.</b>
<b>Opening Date:</b>	<b>May 2, 2023</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Anticipated Start Date:</b>	<b>August 14, 2023</b>

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**POSITION OVERVIEW:** This is a full-time position, temporary appointment, for one year and one day, to support the individual American Sign Language (ASL) communication needs of an incoming law clerk.

The ASL Interpreter/Personal Assistant will interpret accurately, effectively, and impartially using both expressive and receptive skills of ASL for a law clerk. The ASL Interpreter must have the ability to translate complex legal material and issues, using technical vocabulary and be adept at switching between assignments as needed, such as individual meetings, staff meetings, training and the courtroom. These meetings and events will consist of varying audiences including judges, law clerks, court reporters, employees, court unit executives, and attorneys. The ASL Interpreter will prepare work assignments by reviewing related materials, becoming familiar with technical signs, and consulting with other staff and departments.

The ideal candidate will possess personal characteristics that include: a professional demeanor, integrity, a strong work ethic, and above all the ability to maintain confidentiality. The candidate will demonstrate work experience which shows progressively technical ASL interpretation duties and a job history that indicates dependability. Further, the candidate will provide excellent customer service to internal and external customers, be organized and detail-oriented, accept accountability for work product, possess excellent written and verbal communication skills, be able to collaborate in a professional manner, and be self-motivated, flexible, and tactful when working under pressure. Additionally, the ideal candidate will develop cooperative working relationships with staff, including judges, law clerks, and employees in various judicial divisions and departments to establish rapport and address situational concerns as they arise. A key component is the ability to remain impartial when interpreting staff and employee communications.

**DUTIES AND RESPONSIBILITIES:**

- Provide individual interpreting services for deaf law clerk in a variety of office settings, including conversations of sensitive and confidential nature;
- Demonstrate high quality interpretation skills between English and American Sign Language. This includes interpreting voiced communication into American Sign Language; American Sign Language into voiced communication; voiced communications into proper English, voiced communication into American Sign Language;
- Ability and willingness to interpret truly, fairly, completely, and impartially without exception;
- Ability to effectively and clearly communicate both verbally and in writing;
- Troubleshoot issues and seek to remove barriers before, during, or after an interpreting event.

**QUALIFICATIONS (Must be met at the time of application):**

- Fluency in both ASL and English with advanced sign-to-voice and voice-to-sign language skills;
- 3+ years of related professional interpreting experience;
- Demonstrated ability to deal with confidential information, including sensitive situations.

**PREFERRED QUALIFICATIONS:**

- NIC (National Interpreter Certification) - RID (Registry of Interpreters for the Deaf) Certification or such other nationally recognized certification (BEI/EIPA);
- Bachelor's degree from accredited university or an associate degree with additional relevant experience;
- Experience interpreting in legal and professional environment;
- Exceptional customer service and communication skills, both verbal and in writing;
- Strong time management and priority setting skills.

**CONDITIONS OF EMPLOYMENT:** Applicants must be United States citizens or otherwise eligible to work in the United States. Appointment is provisional pending suitability determination by the court based on results of fingerprint and background checks.

**TO APPLY:** Send cover letter, resume, and five professional references with contact information in a single PDF attachment to [wilkins\\_interns@cad.uscourts.gov](mailto:wilkins_interns@cad.uscourts.gov). Please include the Job Announcement number (USCA-23-08) in the email subject line. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

**Benefits:** Visit [www.uscourts.gov/careers.aspx](http://www.uscourts.gov/careers.aspx), for benefits with the Federal Judiciary.

The United States Court of Appeals is an Equal Employment Opportunity employer. Employees are considered "at will". The selected candidate will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.