



UNITED STATES DISTRICT COURT Central District of California

Position: Supervisory Staff Interpreter
Classification Level: JSP 14
Salary Range: \$146,632 – \$190,627
(Total compensation w/employer paid benefits approximate range: \$190,621 - \$247,815)
Location: Los Angeles, California
Opening Date: July 22, 2026
Closing Date: Open until filled (Preference given to applications received by August 7, 2026)
Number of Positions: One
Vacancy Number: 26-49

POSITION OVERVIEW:

The United States District Court for the Central District of California is seeking an experienced, collaborative, and service-oriented leader to serve as the Interpreter Services Supervisor (Supervisory Staff Interpreter). Reporting to the Chief Deputy of Administration, this position provides leadership and oversight of the Court's Interpreter Services Program, ensuring timely, accurate, and professional language access services that support the fair and effective administration of justice throughout the District.

The Interpreter Services Supervisor is responsible for planning, directing, and supervising the daily operations of the Interpreter Services Department, including the supervision of staff and contract interpreters, development of operational policies and procedures, and ensuring compliance with Judiciary policies and Administrative Office guidance. The incumbent works closely with judges, chambers staff, court units, justice partners, and external stakeholders to ensure interpreter resources are effectively managed in support of the Court's mission.

In addition to supervisory responsibilities, the incumbent serves as a certified Spanish-English interpreter and translator, providing interpreting and translation services in judicial proceedings as operational needs require.

The successful candidate will possess exceptional leadership, sound judgment, professionalism, integrity, and strong organizational skills. The ability to communicate effectively, build collaborative relationships, inspire confidence, and promote a culture of excellence, accountability, and customer service is essential.

REPRESENTATIVE RESPONSIBILITIES

Responsibilities include, but are not limited to:

Leadership & Program Administration

- Provide leadership, direction, and oversight for the Court's Interpreter Services Program.
- Plan, organize, prioritize, and supervise interpreter services supporting multiple courthouse locations.
- Develop operational priorities and implement process improvements that enhance efficiency, consistency, and customer service.
- Develop, implement, and maintain departmental policies, procedures, and best practices consistent with Judiciary policy and Administrative Office guidance.
- Monitor program effectiveness and recommend operational improvements that support the Court's strategic objectives.
- Advise court leadership regarding interpreter services, language access initiatives, staffing needs, and operational issues.

Personnel Management

- Recruit, screen, onboard, train, mentor, supervise, and evaluate staff and contract interpreters.
- Maintain the Court's roster of qualified contract interpreters, including screening and orientation of newly approved interpreters.
- Conduct performance evaluations and provide coaching, mentoring, and professional development.
- Address employee performance and conduct issues in accordance with Judiciary policies.
- Process time and attendance, leave requests, and personnel actions in compliance with Judiciary policies.
- Foster a collaborative, respectful, and high-performing work environment.

Interpreter Operations

- Coordinate interpreter scheduling and assignments to maximize efficiency while meeting the operational needs of judges and court units.
- Monitor interpreter utilization, workload distribution, and resource allocation.
- Ensure interpreter services comply with Judiciary policies, statutory requirements, and nationally recognized professional standards.
- Coordinate interpreter coverage for emergency operations, high-profile proceedings, and other special assignments as needed.

Courtroom Interpretation & Translation

- Provide certified Spanish-English simultaneous and consecutive interpretation in criminal, civil, and other judicial proceedings.
- Perform sight translation and written translation of court-related documents.
- Provide interpreter services utilizing the Telephone Interpreting Program (TIP) and other approved remote interpreting technologies.
- Maintain professional certification and interpreting proficiency while serving as a resource on complex language access matters.

Collaboration & Customer Service

- Develop and maintain productive working relationships with judges, chambers staff, Clerk's Office personnel, U.S. Probation and Pretrial Services, the Administrative Office of the United States Courts, the Ninth Circuit Court of Appeals, attorneys, contract interpreters, justice partners, and members of the public.
- Promote exceptional customer service while ensuring equitable access to court proceedings for individuals with limited English proficiency.
- Represent the Court on interpreter-related committees, meetings, and special projects.
- Serve as the Court's subject matter expert on interpreter services and language access matters.

Other Duties

- Perform other duties as assigned.

QUALIFICATIONS

REQUIRED QUALIFICATIONS

Applicants must possess:

- Current certification as a Spanish interpreter by the Administrative Office of the United States Courts.
- A minimum of five (5) years of full-time court interpreting experience.
- Demonstrated leadership, organizational, analytical, and problem-solving abilities.
- Excellent interpersonal, customer service, written, and verbal communication skills.
- The ability to establish and maintain effective working relationships with judges, court staff, justice partners, and the public.

PREFERRED QUALIFICATIONS

Preference may be given to applicants who possess:

- Previous supervisory or management experience.
 - Experience administering a federal or state court interpreter program.
 - A bachelor's degree from an accredited college or university.
 - American Translators Association (ATA) certification.
 - Experience developing operational policies and procedures.
 - Experience managing interpreter scheduling and contract interpreter resources.
- Broad court administration experience.

PHYSICAL JOB REQUIREMENTS

Work is performed in an office setting within the district. Occasional travel to other divisional offices or out-of-district locations may be required.

BENEFITS

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid vacation and sick leave and 11 paid holidays per year. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 180,000.00
Retirement Benefits	\$ 53,280.00
Health/Life Insurance & Commuter Reimbursement	\$ 46,482.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 25,614.00
Total Compensation	\$305,376.00

INFORMATION FOR APPLICANTS

Qualified applicants must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY

Applications should be submitted to apply_CACD@cacd.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number listed above. Complete applications must include the following:

1. a cover letter outlining your relevant experience, qualifications, and skills, and explaining your interest in the position.
2. a resume that includes three professional references.
3. an application for Federal Branch Employment. Visit the court's website at www.cacd.uscourts.gov to download the job application.

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer