



## **Contract Court Interpreter Services Solicitation Solicitation No. CCIS0019**

The **United States Probation Office for the District of the United States Virgin Islands** is soliciting Contract Court Interpreter Services providers for Spanish and Haitian Creole languages. Interpreters are sought in the following qualification categories: **Certified Court Interpreter, Language Skilled** and/or **Professionally Qualified Interpreters**.

The Interpreter must have the ability to interpret in consecutive and simultaneous modes, during judicial proceedings or intake procedures with a high degree of accuracy. The interpreter will be required to interpret for persons from a wide variety of backgrounds, cultures and socioeconomic levels, while remaining impartial in all cases. Knowledge of legal, highly technical and colloquial vocabulary in English, Spanish and Haitian Creole is desirable. The interpreter services may be performed in an office setting or may occur at off-site locations including correctional detention facilities. Services will be contracted on a “as-needed” basis and payment for services will be in accordance to the established “Interpreter Fees Schedule”.

### **Minimum Qualifications**

**Certified Interpreters** – must hold a Court Interpreter Certification issued by the Administrative Office of U.S. Courts;

**Language Skilled** – can demonstrate to the court’s satisfaction the ability to interpret court proceedings from English to a designated language and from that language into English.

**Professionally Qualified** – passed the U.S. Department of State conference or seminar interpreter test in a language pair that includes English and the target language. Is a current member qualified in English and the target language in good standing of the American Association of Language Specialists (TAALS).

**Court Preferred Experience/Qualifications:** Prior courtroom experience, state or federal, is greatly preferred. Should possess strong organizational and people skills; good judgment, tact and initiative; the ability to express oneself clearly and concisely, both orally and in writing.

The qualified candidate will be subjected to fingerprinting and background check and/or investigation. All information provided by candidate is subjected to verification and background investigation.

If you are interested in providing interpreter services you must submit the following documents:

1. Cover letter describing your court interpreting experience in the freelance field or in court proceedings. (The date of your certification as an interpreter by the Administrative Office of the U.S. Court (required if applying as Certified Interpreter). Proof of membership with TAALS (if applying as Professionally Qualified).
2. Resume detailing all relevant experience, education and skills.

Submit documents in one PDF document via email to: [HR\\_Probation@vip.uscourts.gov](mailto:HR_Probation@vip.uscourts.gov). Please enter "Solicitation for Contract Court Interpreter" in the email subject line.