

***In response to the FJD's Certified Spanish Interpreter Posting, the FJD has received ten (10) questions, answers to which are detailed below:***

***Question(s)***    ***(1) Am I required to apply in order to continue receiving assignments in the Pennsylvania Courts?***  
***Responses***

No, you are not required to apply in order to continue receiving assignments in the Pennsylvania Courts. The interpreter list compiled by AOPC's Interpreter Program provides contact information for all certified interpreters eligible to provide services throughout the Pennsylvania Court System.

***(2) How is this opportunity different from being on the list of interpreters and being called upon 1st Judiciary's need for an interpreter?***

Applicants interested in applying for the contract position(s) will be required to comply with the AOPC Interpreter Program memorialized via an executed contract with the FJD. Aside from its standard government terms and conditions, this contract will enumerate a specific number of service hours as mutually agreed upon between the selected candidate and the FJD. Contracted certified interpreter(s) will remain listed on the AOPC registry; however, availability would be during non-contracted working hours.

***(3) In what courthouse will this person be working?***

As stated within the Contract Position Announcement, contracted certified interpreter(s) will serve primarily in Courtroom Operations, within the Juanita Kidd Stout Center for Criminal Justice. As stated in the Contract Position Announcement, the duties stated are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

***(4) Does the contract define a half day as 3.5 hours and a full day as 7.0 hours? Or, does it define half and full days as 4 and 8 hours respectively?***

Courtroom hours are routinely 8:30AM to 4:30PM for Municipal Court and 9AM to 5PM for Common Pleas Court. However, Contractor would only be paid for the service hours actually worked, in coordination with AOPC's compensation schedule.

***(5) The sample contract lists the AOPC rate for certified interpreters, but does not include the Master Certified interpreter rate set forth by the AOPC. Will the court honor that rate for contracting with a Master interpreter?***

Should a contract be extended to a Master Certified Interpreter, appropriate rates will be discussed during the contract negotiation process.

***(6) As a Per Diem, I have always been paid at the rate of \$60 per hour as a Certified Interpreter. Yet, the forwarded contract reads a rate of \$45 per hour. Would that amount change to \$60 per hour for those of us who have always received \$60 per hour and not \$45?***

Rates within the AOPC established guidelines may be negotiated during the contract negotiation process.

***(7) Contract reads FT “preferred.” Does that mean individuals interested in a PT schedule need not apply? I was under the impression that the need was for approximately 5 hours per day (more or less).***

It is the FJD’s desire that all qualified and interested candidates apply on or before the filing deadline. Please state your availability within your cover letter. All interested candidates are welcome to apply.

***(8) Currently, Per Diem’s are paid, mileage, parking, train fare, etc. Will that continue?***

Compensation is based upon the AOPC compensation schedule.

***(9) Although the proposed contract reads that “there is no minimum or maximum of working hours” can the Per Diem anticipate a set number of hours per week? For example, currently in MC, the need generally is 9-2, Monday through Thursday. Would that change?***

Working hours are to be negotiated when/if offered a contract.

***(10) I submitted an application some months ago. Is that application still on file, or do I need to reapply?***

Yes, you will need to reapply. Please submit all documentation as requested by the October 20, 2017 Contract Position Announcement by the filing deadline.