

**Federal Public Defender
for the Middle District of Florida**

Position Title: Interpreter, #2012-007

Duty Station: Orlando, Florida

Grade / Salary Range: Grade 9- \$47,448 - \$61,678 (Salary Commensurate with Experience)

The office of the Federal Public Defender is now accepting applications for the position of Spanish Interpreter. The Spanish Interpreter provides oral and written interpretation and translation services (to and from English) between members of a defender organization defense team and its client(s). This position includes some secretarial work, so preference will be given to individuals with previous legal assistant experience. Broad familiarity with computer programs and/or systems (including Word Perfect, Adobe, Excel, and Casemap), computer hardware and software, and familiarity with using the Internet is highly desirable.

Preference is given as well to individuals who are certified court interpreters or who have experience as court interpreters.

Primary Job Duties:

The Spanish Interpreter must be able to interpret/translate legal documents, correspondence, transcripts, treaties, psychological, medical and other forensic reports and records, foreign documents, legal provisions and other case related documents; audio and video tape recordings; attorney-client interviews, witness interviews, telephone conversations and jail visits; official court proceedings, pre-sentence interviews and interviews with other government officials, as permitted by the court.

A general understanding of office confidentiality issues such as attorney / client privilege. Maintain the confidentiality of all interpreted communications and the fact of such communications, at all times; assists the attorney to understand the cultural background of the client, based on the country of origin, as well as his/her level of comprehension with regard to the judicial process of the United States. Helps the attorney establish a professional relationship with the client or witnesses; remains impartial in all situations, interpreting accurately and completely, without regard to the content of the communication; and schedule his/her time to accommodate the needs of staff members who require assistance in and out of the office. The ability to recognize and analyze problems and recommend practical solutions. Travel to federal prisons is required; and perform all other duties as assigned.

Qualifications:

Applicants must have a high school degree or equivalent and the requisite experience. Qualified applicants must possess a minimum of five years (three years general plus two years specialized) of interpreter experience. The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skills and/or abilities necessary to perform the essential functions of the job. Education above the high school level in accredited institutions may be substituted for general experience.

Applicants who are not certified interpreters will be given a Spanish/English proficiency test.

Additional Experience and Proven Skill in the following areas:

1. Providing support during trial and various court proceedings, interviews, meeting and assisting clients and their families;
2. Supporting attorney workload, scanning, typing pleadings, scheduling and calendaring appointments and hearings;
3. Filing pleadings into the Electronic Court Filing (ECF) system;
4. Experience as an interpreter and legal assistant performing progressively responsible duties;
5. Knowledge and understanding of the Federal and/or State criminal justice system (criminal law, procedure and evidence) and related agencies preferred;
6. the ability to exercise good judgment in a mature and diplomatic manner;
7. Willing to work long hours, weekends, and holidays as needed, as well as travel both in and out of state as required;
8. Must possess excellent team player attitude and professionalism, skill and judgment in the analysis of

- assignments; and,
- 9. skill and judgment in the analysis of assignments;
- 10. the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- 11. Performs legal assistant (secretarial) duties as assigned. Performs all other duties as assigned.

Information for Applicants:

Deadline to submit applications is **FRIDAY, MARCH 30, 2012.**

Send a **PDF** format of a cover letter , a resume, and three professional references via email. Documents in word perfect or word format will not be considered. Submit applications to:

Federal Public Defender
Attn: Martha Lugo, Secretary to FPD
400 N. Tampa Street, Suite 2700, Tampa, FL 33602
martha_lugo@fd.org

Phone inquiries can be directed to Ms. Lugo at (813) 228-2715.

The Federal Public Defender's office is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is Based on Experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation, therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Ms. Lugo at (813) 228-2715. The decision on granting reasonable accommodations will be made on a case by case basis. Full disclosure of prior arrests, liens, and judgements is required prior to the interview process.

POSTING DATE: March 5, 2012 to March 23, 2012, 5:00 p.m. E.S.T. (Internally). Posted March 19, 2012 with revision, new deadline is **March 30, 2012.**