

**FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON**

A justice, equity, and inclusion focused organization

CONTRACT OPPORTUNITY: Up to 20 hours per week

**SPANISH-ENGLISH INTERPRETER
PORTLAND, OR**

The Federal Public Defender of Oregon is accepting proposals from certified Spanish-language court interpreters for one or more contracts for morning Spanish-English interpretation in the Portland office. The Part-Time Contract Interpreter will be working in a team with the full-time Staff Interpreter. The Federal Public Defender provides defense services in federal criminal cases and related matters in the federal courts. Staff Interpreters are a critical part of the team effort to zealously and ethically protect our clients' interests.

PRIMARY DUTIES

- Provide Spanish-English interpreting in simultaneous and consecutive modes and sight translations for first appearances and other Magistrate Court appearances in criminal defense cases, for clients, witnesses, and attorneys.
- Provide case-related interpretation or translation of materials, such as court documents, transcripts, letters to clients, medical and forensic reports, and audio recordings.
- Interpret communications during initial client meetings, phone calls, witness interviews, etc.
- Translate attorney-client letters, case documents, and other material from English to Spanish and Spanish to English.
- Assist attorneys in understanding client cultural backgrounds and client comprehension of the judicial process when applicable.
- Maintain client confidentiality at all times.
- Remain impartial in all situations, interpreting accurately and completely, whatever the content of the communication.
- Translate and interpret for clients and witnesses who require Spanish-English interpretation in and out of the office, including during frequent visits to clients who are detained in federal custody.
- Travel, mostly driving, is required.

REQUIRED QUALIFICATIONS:

- Proficiency in consecutive and simultaneous interpretation, and sight translation.
- Professional Spanish interpretation and translation experience.
- Full fluency in both Spanish and English languages.
- Ability to fully and accurately interpret/translate all forms of Spanish verbal and written communications.
- A valid driver's license, car, and appropriate motor vehicle insurance.
- Federal law requires that eligible candidates be U.S. citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be a lawful permanent resident seeking citizenship.
- Hiring is provisional pending the successful completion of a background check and investigation.

PREFERRED QUALIFICATIONS:

- State or Federal Court interpretation certification.
- Familiarity and understanding of the slang and colloquialisms of Mexican, Central American, Caribbean or non-Southern Cone South American Spanish.

- Certification in translation or experience and formal education in translation.

SELECTION CRITERIA: Application materials, interviews, and reference check information must demonstrate that the candidate possesses the knowledge, skills, and abilities to perform the duties of the position. The ideal candidate must believe in this office's mission of zealously protecting our clients' interests. Candidates with Federal Court Interpreter Certification, legal interpretation experience, and familiarity with relevant regional idioms will be prioritized.

COMPENSATION: Contractors will be paid \$57 to \$80 per hour, at standard levels based on certification and experience, for up to 4 hours per day and for up to 5 days a week, 8:30 am to 12:30 pm interpretation and translation work.

How To Apply: If you truly enjoy translation and interpretation, embrace challenges, and want to be part of a dedicated, resourceful, and committed indigent criminal defense team, please e-mail:

- A letter of interest in English,
- A resume in English,
- A short (no more than 3 pages) translation sample in both English and Spanish, and
- Contact information for 3 professional references

in .pdf format document (ideally in a single document) to:

Travis Southworth-Neumeyer, Personnel Administrator

oregon_personnel@fd.org

Subject: Part-Time Contract Interpreter - Portland

Open until filled. More than one contract may be awarded from the is request for proposals. Applications will be reviewed as they are received. All responses will remain confidential. Only candidates in consideration for this role will be contacted.

We encourage proposals from individuals with diverse perspectives, especially people historically underrepresented in the practice of law.

The Federal Public Defender's Office is committed to improving diversity in the legal profession. The nature of our work leads us to recruit colleagues who demonstrate experience with, knowledge of, and sensitivity to the needs of culturally diverse and systemically oppressed populations.