

The Federal Defender Program, Inc., (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Trial Unit Interpreter

APPLICATION DEADLINE: March 31, 2021

SALARY:

This is a full-time position. Salary is dependent upon qualifications and experience. Benefits are provided, and salary is payable by direct deposit.

POSITION REQUIREMENTS:

To qualify for interpreter, a person must be a high school graduate or equivalent and have at least five years of interpreter experience, or comparable experience with an advanced degree. Federal court interpreter certification is required. The position requires the applicant must be a U.S. citizen, have the ability to analyze, evaluate and apply relevant policies and procedures to office operations, exercise good judgment, general knowledge of office practices and legal processes, and the ability to type and use a personal computer.

The position will require travel during work hours, as well as overnight travel. Valid driver's license, car and insurance are required for this position. Excellent written and verbal communication skills are required.

DESCRIPTION OF DUTIES:

Interpreters provide a full range of duties, including consecutive and simultaneous interpretation at all stages of criminal defense for clients, attorneys and witnesses, as well as sight translation of documents ranging from simple letters to complex foreign legal documents; preparation of translations and summaries of case-related documents, including complex court documents, medical and psychological records and reports; transcription and translation of video and audio recordings, and review and correct transcripts prepared by other interpreters; helps attorneys and investigators 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; and may require visits to locations where clients are detained, or locations where witnesses live and/or work.

HOW TO APPLY:

Send letter of interest, resume with 3 references to:

Trial Unit Interpreter Position
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303

or you may electronically submit the same in PDF format to the email address below.

Email: FDPGAN_Employment@fd.org Subject Line: Trial Unit Interpreter

Only those applicants granted an interview will be contacted.

Current and future positions may be filled from this vacancy announcement.

The Federal Defender Program, Inc., is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

Position contingent upon future funding.