

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT**

**Spanish – English Legal Interpreter – Albuquerque  
PART-TIME w/ Benefits**

**2024-03**

The Federal Public Defender for the District of New Mexico is accepting applications for the position of Spanish-English Legal Interpreter for the Albuquerque office. One part-time position is available with a starting (full-time) salary range of JSP 9-14, currently yielding \$60,597 - \$123,485. Part-time salary information below.

The Federal Public Defender provides legal representation in federal criminal cases and related matters. Our office is committed to the pursuit of justice by zealously advocating in federal courts for the constitutional rights and inherent dignity of individuals who are charged with crimes in federal court and cannot afford their own attorney.

The Spanish Interpreter is a critical part of the defense team, working closely with our attorneys, investigators, social workers, paralegals, and other support staff. 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). The interpreter meets with clients, family members, and witnesses in the office, court, jails, the field, or by telephone. The ideal candidate must demonstrate considerable resourcefulness, initiative, tact, and discretion.

**PRIMARY JOB DUTIES:**

The Interpreter must be able to interpret/translate all forms of written and verbal communication fully and accurately. Written interpretations/translations include legal documents, correspondence, transcripts, treaties, psychological, medical, and other forensic reports and records, foreign documents, legal provisions, and other case related documents. Oral translations/interpretations include audio and video tape recordings; attorney-client interviews, witness interviews, telephone calls and conversations, and in-person jail visits, official court proceedings, pre-sentence interviews and interviews with other government officials, as permitted by the court. Proficiency in consecutive and simultaneous communications is required, including familiarity with geographically based slang and colloquialisms.

The Interpreter must maintain the confidentiality of all interpreted communications and the fact of such communications, at all times. The Interpreter 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. The Interpreter schedules their time to accommodate the needs of staff members who require assistance in and out of the office and performs all other duties as assigned. Travel is required for jail visits, field work, client meetings and national visits.

**QUALIFICATIONS:**

Applicants must have a high school degree or equivalent and the requisite experience. State Court Certification and/or American Translator Association certification preferred. Federal Court Certification preferred. Ideal applicant will possess a minimum of five years 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.

This is a part-time position with federal salary and benefits. The position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Part-time salary will be the equivalent of 60% of the full-time salary. Salary commensurate with experience and certifications. The part-time schedule for this position is 24 hours/week. Work schedule days and hours subject to discussion. All résumé information and certifications will be verified during the interview process. Final appointment is subject to a satisfactory background investigation.

**BENEFITS:** This position is part-time with a comprehensive benefits package that includes:

- Health/Vision/Dental/Life Insurance Coverage.
- Flexible Spending Program.
- Earned paid time off.
- Earned paid sick leave.
- Up to 11 Paid Federal Holidays.
- Paid Parental Leave up to 12 weeks (conditions apply).
- Mandatory participation in the Federal Employees Retirement System.
- Optional participation in the Thrift Savings Plan with up to 5% government matching Contributions.
- Employee Assistance Program (confidential counseling and assistance).
- Credit for prior federal service.
- Free webinars regarding many areas and topics of physical fitness and mental wellness.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Employees are members of the judicial branch. Excepted appointments are considered “at will”. Salary is payable only by electronic funds transfer (direct deposit). You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

**HOW TO APPLY:** In one PDF document, please submit a statement of interest, detailed resume of experience, and three references to:

Margaret Katze, Federal Public Defender

[FDNM-HR@fd.org](mailto:FDNM-HR@fd.org)

Reference **2024-03** in the subject.

We will accept applications until Sunday, June 2, 2024. However, interviews will occur on a rolling basis and the open position may be filled before the date. Position will remain open until filled and is subject to the availability of funding.

**Diversity, Equality, Inclusion:** The Federal Public Defender is an equal opportunity employer. We believe that through a diverse and inclusive workforce, we can better serve the people and communities we represent. Applicants must have a commitment to provide the best legal representation to indigent, disenfranchised and underserved individuals and communities. Individuals from the BIPOC community, individuals with personal or lived experience within marginalized communities, the carceral system, or individuals affected by any other forms of systemic oppression are strongly encouraged to apply. We seek to hire individuals who will promote the diversity of the office and federal practice.

The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A.

**No phone calls please. Only those selected for interview will be contacted.**

**For more information about our office, please visit <https://nm.fd.org/>**