Office of the Federal Public Defender
Middle District of Florida
Charles L. Pritchard, Jr.
Federal Public Defender

Vacancy Announcement #2027-005 | **Posting: October 30, 2026**
Position Title: Spanish-English Interpreter/Legal Assistant | **Closing Date: November 25, 2026**
Duty Station: Jacksonville, FL | **Permanent Full-Time**

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Spanish-English Interpreter/Legal Assistant in the Jacksonville office. Applicants should have a commitment to providing quality representation to indigent defendants, a reputation for personal integrity, and a working knowledge of the criminal justice system.

Description/Duties: This position provides interpreting, legal secretarial, and clerical support services for the Jacksonville office. The Interpreter/Legal Assistant performs tasks such as the following:

- Interprets/translates legal documents, correspondence, transcripts, and other case-related documents; and attorney-client interviews, witness interviews, telephone conversations, and jail visits.
- 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.
- Case management functions, including opening and closing files, assembling duty day folders, downloading case filings from the Federal Court's Electronic Case Filing (ECF) system, maintaining a Microsoft Excel spreadsheet for all assigned cases, and case file management.
- Calendaring functions, including maintaining and updating assigned attorneys' Microsoft Outlook calendars, calendaring future court dates and case deadlines published via the ECF system, and maintaining a shared Microsoft Outlook court calendar.
- Mailing functions, including maintaining individual postage accounts, weighing and addressing outgoing mail, and scanning incoming mail to client files.
- Case related correspondence and filing functions, including drafting letters to clients with updated court dates and case-related information; and formatting, proofreading, editing, and electronically filing case documents including notices, motions, memoranda, and briefs.
- Processing expert contracts, requesting purchase orders, and coordinating expert evaluations with the county jails.
- Going to court to pick-up/deliver documentation; photocopying, scanning, and shredding.
- Phone coverage functions, including answering the office's main line and directing calls to the appropriate employee. Receives, screens, and refers to telephone and in-person callers. Answers general inquiries from knowledge of the defender organization's activities and program operations and obtains information from others as requested by the Assistant Federal Defender(s).
- Other case-related duties as assigned.

Requirements: Applicants must be high school graduates or the equivalent. Personal computer skills, advanced word-processing skills, and law office experience are preferred. Preference will be given to applicants who are able to interpret in the consecutive and simultaneous modes and to perform sight

translations, as evidenced by their oral and written bilingual abilities.

Physical Requirements: Extended periods of driving or riding in a car are necessary, and an applicant must be able to occasionally lift and or move up to 25 pounds.

Salary and Benefits: The starting salary falls within a range of **$45,409 to $72,644 per annum (including locality pay)**. The salary of the successful applicant will be dependent upon and commensurate with the person's qualifications and experience. This is an excepted service position with federal employee benefits, including health and life insurance and the Federal Employees Retirement System (FERS) pension, Social Security, and Thrift Savings Plan. We observe Federal holidays and provide generous annual and personal leave. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Some telework may be authorized subject to supervisor determination of office requirements.

How to Apply: Qualified persons may apply by submitting **a letter of interest, resume, and three professional references (including email addresses) in a single Adobe PDF**. Candidates with certifications should provide copies. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on Wednesday, November 25, 2026.** Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:

Office of the Federal Defender, Middle District of Florida
Jesus DeJesus, Human Resources Assistant
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The FPDO 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. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability.