



Posting Date:	11/29/11	Closing Date:	3/12/12
Job Title:	Interpreter /Translator	Job Reference Code:	CDP-2011-028

MAJOR PURPOSE OF POSITION

In order to meet client needs and as part of the implementation process for the case cap law, subject to funding, the Legal Aid Society’s Criminal Practice has an opening for a full-time Interpreter/Translator.

The Criminal Practice is seeking an English-Spanish/Spanish-English Interpreter/Translator for the Staten Island Office. The Interpreter/Translator is responsible for interpreting and translating for defense attorneys, social workers, investigators, paralegals, psychiatrists and any other personnel engaged in the defense of clients represented by The Legal Aid Society

ESSENTIAL DUTIES/RESPONSIBILITIES

- Provide interpretive services for attorneys and other staff with Spanish speaking clients in the office and in court
- Simultaneous and Consecutive Interpretation in legal subject matter
- Translation of Legal Documents and Other Material (English/Spanish-Spanish/English)
- Transcribe and Translate 911 Calls, Video and Audio Recordings, Wire Taps
- Coordinate Foreign Language Services

SECONDARY DUTIES/RESPONSIBILITIES

- Accompany attorneys, social workers or any other staff members in need of interpreting services to correctional facilities
- Go into field with investigators, attorneys, social workers, paralegals or other staff to assist in interviewing clients, witnesses, etc.
- Work in other counties when needed
- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Master’s Degree in the field of languages – Preferably in Translation
- Excellent organizational and computer skills (MS Office)
- Excellent oral and written communications skills
- Ability to work as part of a team
- Ability to work independently

HOW TO APPLY

If you wish to be considered for this position, submit a cover letter and resume to the contact person listed below.

Contact Person:	Nora Davila	E-mail:	Ndavila@legal-aid.org
Contact #:	N/A	Fax #:	N/A

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

