



**FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF NORTH CAROLINA**
129 West Trade Street, Suite 300
Charlotte, NC 28202
(704) 374-0720
Fax (704) 375-2287

John G. Baker
Federal Public Defender

Megan C. Hoffman
First Assistant

POSITION ANNOUNCEMENT

Interpreter (Spanish/English) and Legal Assistant

The Federal Public Defender's Office for the Western District of North Carolina is looking for an Interpreter for our Trial Unit in Charlotte, North Carolina. The incumbent will also perform legal assistant duties. We are committed to excellence and the quest for justice of the indigent accused, focusing on our clients' needs with innovation, passion, and through dynamic advocacy.

Posted: October 7, 2026

Closing date: Applications received by October 28, 2026 will receive priority consideration. The position will remain open until filled



Job Description: This position provides interpreting, legal secretarial, and clerical support services for Charlotte Headquarters staff, including Assistant Federal Defenders.

The Interpreter 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 filing notices in the ECF system.
- Phone coverage functions, including answering the office's mainline and directing calls to the appropriate employee. Receives, screens, and refers 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).



About Us: Our office is based in Charlotte, a compact and thriving city in the Carolina Piedmont. Charlotte offers expansive parks and greenways, premier theatre and concert venues, outstanding restaurants, professional sports, and an innovative public school system. It's also within easy reach of the Carolina coast and the Blue Ridge and Smoky Mountains.

Our vision is client-centered: Advocacy requires engaging with every aspect of our clients' lives. We will defend our clients with purpose, compassion, and courage; identifying inequities that deny them of freedoms, drive their prosecutions, and inflate their sentences. We will work to reform the criminal legal system that is too often blind to these realities. We will partner with those who serve our community to help secure a future for our clients and their families. And we will strive to provide aid to and set an example for the present and future generations of our professions.

We recognize that we cannot serve the distinct needs of our clients without assembling a diverse team of dedicated professionals who work and advocate collaboratively on their behalf. We welcome applicants of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, and status. We are committed to ensuring an inclusive and equitable workplace. Click [here](#) for more information about our office. We have attached our Mission, Vision, and Values statements to this announcement to provide additional insight into the work that you will be asked to perform as an employee of this office.

Requirements: Applicants must be high school graduates or the equivalent. Personal computer skills, advanced word-processing skills, and law office experience are preferred.

This position is classified at JSP grade levels 9, 11, 12, 13, and 14. All levels require three years of general experience plus specialized interpreting experience, which increases with level as shown in the Salary and Benefits section below. One year of qualifying experience must have been at, or equivalent to, the next lower level. Higher education may be substituted for a portion of the required experience.

Every level requires the ability to interpret in the consecutive and simultaneous modes and to perform sight translations, as evidenced by complete oral and written bilingual abilities. Grade level 13 additionally requires a passing score on a state court interpreter certification examination (from a state participating in the Consortium for State Interpreter Certification) or on the Federal Court Interpreter Certification written and oral examinations. Grade level 14 requires a passing score on the Federal Court Interpreter Certification written and oral examinations. Each grade level includes all requirements of the levels below it.

The physical demands of this position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Salary and Benefits: Salary is commensurate with experience and qualifications. The current salary range for this position is JSP 9/1 at \$63,098 to JSP 14/10 at \$167,160 annually. The level at appointment is based on the selected candidate's specialized experience and certification, as described under Requirements; step placement within the level is determined at the time of appointment. 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).

Level	Specialized experience	Certification	2026 salary (steps 1–10)
JSP 9	2 years	—	\$63,098 – \$82,033
JSP 11	3 years	—	\$76,343 – \$99,252
JSP 12	4 years	—	\$91,503 – \$118,957
JSP 13	5 years	State or federal	\$108,810 – \$141,455
JSP 14	6 years	Federal	\$128,581 – \$167,160

Conditions of Employment: The employee will be located in the Charlotte office full-time, less a reasonable telework schedule. All application information is subject to verification. Applicants must be United States citizens, or persons authorized to work in the United States. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check. A prior criminal conviction is not necessarily disqualifying. Employees are members of the judicial branch and considered “at will” employees. Travel by personal vehicle may be required.

How to Apply. Qualified persons should email a *single PDF* containing a letter of interest and résumé to WDNCApplication@fd.org, with “Interpreter - Charlotte” in the subject line.

Only those selected for an interview will be contacted.

We welcome requests for accommodations from applicants with disabilities. Please submit any such requests to WDNCApplication@fd.org.

Interviews will be conducted in person or virtually.

This position is subject to the availability of funds.

The Federal Public Defender is an Equal Opportunity Employer



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Mission Statement

We are committed to excellence and the quest for justice of the indigent accused, focusing on our clients' needs with innovation, passion, and through dynamic advocacy.

Vision Statement

Advocacy requires engaging with every aspect of our clients' lives. We will defend our clients with purpose, compassion, and courage; identifying inequities that deny them of freedoms, drive their prosecutions, and inflate their sentences. We will work to reform the criminal legal system that is too often blind to these realities. We will partner with those who serve our community to help secure a future for our clients and their families. And we will strive to provide aid to and set an example for the present and future generations of our professions.

Values Statement

We are a diverse office motivated by our devotion to represent the indigent accused with respect and dignity, serving them with dynamic advocacy, excellence, and compassion. We are client-centered and driven by our passion and dedication to our clients. We are unwavering and purposeful in the representation of each client.

- **Dynamic Advocacy:** We are passionate about advocating for our clients. We listen to their stories, address their concerns, and advise them with compassion and expertise. We are innovative, intentional, and creative in our legal strategies. We are tenacious in our efforts to ensure that our clients' needs are always addressed, regardless of income or abilities.
- **Client-Centered Representation:** Clients' voices are at the core of every decision we make. We will represent and connect with our clients with integrity, dignity, and respect and be their voice. We embrace diversity and ensure that those we serve are the experts in their own life stories.
- **Excellence:** We seek the best practices and embody the highest standards of professionalism in all aspects of our representation. We are unafraid of innovation and embrace collaboration within and outside our discipline. We work with our colleagues and peers to hone our skills, challenge our practices, and raise the bar for our professions. We are tireless advocates for the indigent, dedicated and committed, accepting nothing less than excellence.
- **Diversity:** Diversity is essential to advocacy. We cannot represent our community unless we reflect its cultural differences. It makes us better advocates and is at the core of who we are. Diversity is fundamental to building strong relationships with our clients and colleagues. Our office encompasses and embraces people of different races, ethnicities, gender, ages, religious beliefs, sexual identities, etc. We are dedicated to having staff from all walks of life and will continue to recruit diverse talent.