



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

MPD has been on the cutting edge of public defense since our inception in 1971. Formed as a non-profit law firm, MPD contracts with the State of Oregon for public defense services. MPD was the first public defender organization under this system. MPD is the largest single provider of trial level public defense services in the state of Oregon, with offices in both Multnomah and Washington counties.

Join our dynamic team and a part of MPD's commitment to being a leader in public defense which includes not just excellence in client representation but a strong commitment to hiring and developing a professional staff of defenders. For more information on MPD and our work visit: <https://www.mpdlaw.com/>

MPD is currently searching for a Spanish Language Interpreter & Translator to join our Washington County Office. The Spanish Language Interpreter & Translator will convert oral speech and written text from one language to another in a variety of contexts. Document translation projects include, but are not limited to, legal and medical documents, attorney-client communication, court notices, etc. Interpretation provides spoken language assistance for representatives of Metropolitan Public Defender, their clients, and other individuals. Interpretation may be either approximate or exact translation, depending upon the nature of the occasion. This position will also involve some reception and phone call assistance. The Spanish Language Interpreter & Translator receives general supervision from the Washington County Office Manager.

This position pays \$22.82/hr - \$36.37/hr per year. Staff are members of a union. This is a full-time, in-office, non-exempt position. In addition to compensation, MPD also offers:

- Medical (choice of PPO or HDHP), Dental (choice of PPO Standard or PPO Enhanced) and Vision
- Flexible Spending Account (FSA) or Health Savings Account (HSA)
- Basic Life, STD, LTD and AD&D – 100% employer paid
- 401(K) – MPD will contribute 6% of your annual salary with full vesting after the completion of 5 years of service
- PTO – 24 hours upon hire and accrues up to 80 hours, increasing to 120 hours starting at 24 months
- 10 paid holidays + 2 Personal Equity Days
- 4 Mental Health Days per year
- Sick Leave – 48 hours upon hire + accrues monthly after the completion of six months of employment

Position Qualifications

- High school diploma or GED
- Education or experience working in the legal or social service field
- Experience working with diverse populations and backgrounds
- Minimum of 1 year of experience involving translating and interpreting

Position Preferences

- Fluency in English and Spanish, including both excellent verbal and written communication skills
- Certified in a State and/or Federal court highly preferred but not required
- Excellent listening skills and auditory recall to deliver interpretation in a highly accurate and complete manner
- Proficient in Microsoft Office Suite or related software
- Ability to work independently and as part of a team
- Appropriately understand and respond to culturally sensitive situations, perspectives, and phrases
- Ability to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed)
- Maintain confidentiality in client communication and agency records

Work Environment:

- MPD fosters a work environment that is friendly, cooperative, and respectful
- Work is generally sedentary in an office setting
- There are frequent requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files

To Apply:

- Apply directly via our website at www.mpdlaw.com

Diversity and Inclusion: At MPD, we do not just accept difference; we value it and support it to create a culture of dignity and respect for all our staff.

MPD is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin, or any other characteristic protected under federal, state, or applicable local law.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Human Resources in advance to request assistance.