Spanish Language Translation & Interpretation Internships

The Spanish Language Unit at the New York County District Attorney's Office provides Spanish Language interpretation and translation services for the investigation and prosecution of criminal cases. Under close supervision, qualified translator interns will have the opportunity to translate bi-directionally into English and Spanish, and to proofread translations for accuracy. Translation materials include legal documents, statements, and audio recordings. Interpreter interns will make use of their verbal skills by interpreting during in-house interviews. Interns will also assist with screening and summarizing Spanish audio recordings, in written or oral form, and in producing accurate transcriptions and translations, among other language related tasks.

REQUIREMENTS: Applicants must be currently enrolled as a junior or senior in college or in a graduate program. They must possess a strong bi-cultural awareness as well as a strong ability to speak, write, and use idiomatic expressions and colloquialisms in both English and Spanish. Prior knowledge of legal language is not required.

TIME COMMITMENT: Internships are available during the Fall (September – December), Spring (February – May) and Summer (June – August). A stipend or school credit is available.

HOW TO APPLY

Please e-mail the following to spanishintern@da.nyc.gov:

1. Resume
2. Cover letter
3. Official transcript, including evidence of current enrollment
4. Three professional references
5. Two sample translations: Translate one English and one Spanish independent source (each 250-300 words in length). Please submit both source text and translation with your application.

APPLICATION PERIODS

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<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer Term 2014</td>
<td>January 20th – April 15th, 2014</td>
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<tr>
<td>Fall Term 2014</td>
<td>April 1st – August 15th, 2014</td>
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<td>Spring Term 2015</td>
<td>October 1st – December 6th, 2014</td>
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NOTE: As part of the interview process, candidates will be expected to interpret in a mock interrogation.

For other internship opportunities with our Office please visit www.manhattanda.org.
Equal opportunity Employer.