

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Translator/Clerk Typist

DEPARTMENT: Special Projects

POSITION SUMMARY: Under direct supervision, to provide written translation and oral interpretations and general clerical typing record keeping and to do related work as required. Employees in this class normally work under close and continuous supervision.

ESSENTIAL FUNCTIONS:

1. Provide written translation of school site and district documents and forms from a clear copy.
2. Provide oral interpretations for such things as IEP and SST meetings, DRB and SARB Hearings, accompanying school officials on home visits, and other times when translation for parents and/or students is necessary.
3. Provide routine clerical and typing work.

EDUCATION: The ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed in both English and at least one other language.

SKILLS AND QUALIFICATIONS: Does a wide variety of clerical work including typing, proofreading, filing, checking and posting information to records. Answers the telephones and greets visitors to the office. Translates student records, letters, memoranda, newsletters, and other materials provided using word processing and publication software and computer peripherals including printers and scanners. Provides oral interpretation services when required by school personnel. May be required to perform arithmetical calculations, receives, sorts, and distributes incoming and outgoing mail and makes appointments for school personnel. Maintains records and prepares documents for mailing.

EXPERIENCE: No previous experience required.

SALARY: Range 28

Adopted:

HS Bd. 6/26/86

ELEM Bd. 7/15/86

Revised:

TUSD 11/10/98