

**CLASSIFIED JOB DESCRIPTION**

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**CLERK-TYPIST II (TRANSLATOR)**

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**JOB SUMMARY:**

Under general supervision, performs a wide variety of complex clerical work requiring specialized knowledge. Reads, Translates, and types technical and non-technical brochures, safety guides, specific educational programs involving complex and highly technical materials, correspondence to parents; researches information on specific subjects to ensure accurate Spanish translations such as medical, educational and psychological; performs oral translations and interpretations for non-parents; conducts transactions with personnel and the public requiring a knowledge for school procedures, policies; supplies information involving facts and interpretations; prepares documents based on data obtained from records and other sources, operates machines and special processing equipment, including the operation of a computer terminal, the Student Information (SIS), and Special Education Student Data, establishes and maintains effective working relations with employees, parents and the general public, and performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Inputs/Updates student information.
- Translates/Interprets information to Spanish speaking parents.
- Orders stock and non-stock items and forms.
- Assists parents, public, and district staff.
- Answers phone calls, and e-mail.
- Prepares documentation for new students.
- Intakes information.
- Maintains records of all forms, test, and supplies.
- Provides clerical support.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Applicant must have had one year of full-time clerical experience, six months of which must have been in the last ten years at the level of Clerk-Typist I or equivalent.
- Ability to express thought between languages which is structurally, grammatically and idiomatically correct; interpret nuances of English to Spanish and of Spanish to English; follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 45 words per minute in both English and Spanish
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing and general office equipment operations; correct English and Spanish vocabulary, spelling, and punctuation.
- High school diploma or GED required. Preferably including or supplemented by courses in typing and office practices.

