INTERPRETER/TRANSLATOR

JOB SUMMARY

Under general supervision of assigned District administrator, uses technical skills to clearly and accurately interpret a variety of complex oral communication to the target language. May also perform complex translations clearly and accurately from a variety of written source documents to the target language. Performs a wide variety of complex clerical/technical tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbents in this classification perform a wide variety of complex interpreting and/or translating using high level skill, specialized terms/vocabulary and independent judgment.

EXAMPLES OF DUTIES – Duties include, but are not limited to, the following:

- Interprets complex oral communication from the source to target language in a variety of specialized settings;
- Performs translations from complex written source information to the target language;
- Works independently without close supervision to produce high quality interpretation/translation in a variety of complex settings;
- Demonstrates a high level of fluency and cultural understanding in target language and English;
- May be assigned to perform oral or written translation for District communications to parents and the community;
- May be assigned to areas and special situations requiring knowledge of specialized terms/vocabulary (e.g. Special Education, curriculum, etc.);
- Participates in staff development and training related to interpreting/translating;
- Performs a wide variety of complex clerical/technical tasks as assigned;
- Uses resources and researches interpretation and translation accuracy;
- Develops and utilizes District templates to provide consistent communication formatting;
- Organizes and prioritizes work assignments with assigned District administrator;
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Graduation from high school or GED is required. College level courses in general education and specialized interpreter/translator training are desirable.

Experience: One year of experience providing complex interpreting/translating and performing complex clerical/technical duties.

Knowledge of:

- Extensive vocabulary and correct usage of grammar, spelling and punctuation in English and the target language.
- Terminology, forms and materials of the District.
- Regulations and policies of the District.
- Medical, legal, psychological and educational terminology in English and the target language necessary for interpretation.
- Simultaneous and consecutive interpretation techniques.
- Operation of a computer and assigned office equipment to perform complex clerical/technical assignments.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Interpret/translate oral/written communications from English to a target language and vice versa.
- Explain medical, legal, educational and psychological terminology to parents.
- Adjust interpretation/translation to the appropriate context of the target audience.
- Understand and communicate the needs of school and District personnel, students and parents.
- Provide finished interpretations/translations in appropriate format District format.
- Express thoughts clearly and concisely in source and target languages.
- Maintain confidentiality of information.
- Operate a computer and other office equipment.
- Prioritize and schedule work to meet timelines.
- Work independently without the need for specific direction.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is usually quiet.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Interpreter/Translator	
Personnel Action	**Personnel Action Date**
Adopted by the Personnel Commission	6/19/84
Revised by the Personnel Commission	10/3/88, 5/28/20