

SANTA CRUZ COUNTY OFFICE OF EDUCATION

INTERPRETER/TRANSLATOR

DEFINITION

Under general supervision, translate written documents, communications and correspondence between English and the non-English language; interpret oral communications with staff, parents and the general public; perform a variety of responsible secretarial and clerical support duties; provide general information and assistance to students, staff, parents and the general public.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Independently provides interpretation, translation and communication assistance to English and non-English speaking contacts including staff, parents, students and the general public.

Translate written documents including a variety of educational material, forms, correspondence, handbooks, brochures and documents.

Translate and transcribe Individualized Education Programs and Individualized Service Plans.

Provide simultaneous verbal interpretation between English and non-English language at meetings, community functions, workshops and events.

Participate in parent meetings, serving as an interpreter and translator for parents.

Read original material and rewrite using target language. Ensure the meaning of the original source text is retained.

Review, edit, proof and read final translated versions for grammatically correct text, technical terms and concepts.

Attend meetings as assigned; record, transcribe and distribute minutes and other documents, as directed.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences and classes to increase professional knowledge.

Perform related duties and responsibilities, as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Grammar, spelling, punctuation, vocabulary, syntax, idiomatic usage of English and a specified non-English language.

Comprehension, social linguistics, fluency, in English and a specified non-English language.

General language equivalents for subject matter terms.

Knowledge of (continued):

Standard office procedures, methods and practices including record-keeping, filing systems and telephone techniques.

Modern office equipment including computer equipment and applicable software programs.

Principles and practices of basic business letter writing.

Principles and techniques used in dealing with the public.

Skill and Ability to:

Listen in English and speak, in private and in public settings, in a specified language simultaneously.

Read and write effectively in idiomatic English and a specified non-English language.

Edit translated written materials.

Work without technical supervision and assume responsibility for accuracy of translations.

Maintain confidentiality of sensitive information.

Effectively use translating software programs.

Operate modern office equipment including computer equipment.

Type and transcribe at a speed necessary for successful job performance.

Learn the procedures, functions and limitations of assigned position.

Work a flexible work schedule.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of the twelfth grade. Specialized secretarial course work in office practices is desirable.

Experience:

Two years of experience composing, editing and translating materials including assisting non-English adults and children with oral and written translating services.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Approval Date: December, 2013