

INTERPRETER/TRANSLATOR

NATURE OF WORK

This is general interpreting and translation work for City departments, divisions, and programs.

Work involves responsibility for providing interpreting and translation support in an office. Work includes assisting clients with interpreting and includes the translation of documents in various forms. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, effectiveness, and results achieved.

EXAMPLES OF WORK PERFORMED

Assists clients who need help with interpreting.

Provides translation of English material into correct language; works with the requestor to obtain usable products (i.e. food handlers test, consent forms, registration forms).

Provides assistance to registration staff as needed; assists in appointment making and checking in processes; confirms client appointments via phone and in person; provides follow up to clients who have no showed for appointments.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern secretarial and clerical practices.

Knowledge of modern office practices, procedures and equipment.

Knowledge of business English, spelling and arithmetic.

Ability to read, write, translate and interpret language.

Ability to be fluent in the desired language.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees.

Skill in the operation of office equipment and machines, including a personal computer or computer terminal.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with two years of experience in interpreting and translating; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

SPECIAL NECESSARY REQUIREMENTS

Proficiency in translating and speaking the language of the minority population to which assigned.

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties.

3/2019

PS1025