

FOREIGN LANGUAGE INTERPRETER I

CLASS CONCEPT

This is work in providing foreign language interpreting services in a university, agency, or local government setting. Employees in this class ensure that all services, communications and documentation provided by the program are provided in the client's native language as mandated by law, program guidelines, or needs. Work involves providing verbal interpretation of all information shared between staff and clients. Work of an interpreter may involve translating some written materials and providing clients with written documentation. Employees also serve as a point of contact for clients by coordinating meetings, appointments, arranging referrals to local services and resources, interpreting test items or results of evaluations and/or conducting interviews. Work may take place in an office setting, classroom, home, childcare environment, hospital, or prison.

Employees may serve as a resource and consultant regarding cultural diversity. Employees may provide assistance to facilitate involvement and understanding. Employees may also be required to perform clerical functions.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities

Ability to translate/interpret all verbal information and written materials in English and the foreign language.

Basic knowledge of the ethics of interpreting.

Ability to assess communication skill level of client and exercise judgment in determining services to be rendered.

Ability to understand and interpret information in the various dialects of that language.

Working knowledge of the program area.

General knowledge of office processes and procedures.

Minimum Training and Experience Requirements

Graduation from high school or GED and one year of related experience demonstrating a fluency in English and the foreign language(s) necessary to successfully perform assigned job duties; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.