

INTERPRETER/TRANSLATOR

DEFINITION

Under general supervision, interprets spoken passages from one language to another during meetings and/teleconferences; translates documents and other materials from one language to another; ensures meaning and context are maintained.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Interpreters must be able to communicate fluently in more than one language. Incumbents provide interpreting and translation services for a variety of languages and demonstrate imitative, tact, and sensitivity to a diverse community.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Reads through or listens to material in one language, ascertains understanding of the meaning and context of material and converts it into a second language ensuring preservation of the original meaning.

In simultaneous interpreting, renders spoken/signed interpretation of material at time it is being spoken.

Interpret spoken/signed communications between English and sign language and/or foreign languages to accommodate community members.

Interpret across a variety of complex subject matters and in registers appropriate for the nature of the communication.

Conduct platform interpreting, including content that may be viewable via live and/or archived video.

Converts written materials from one language into another such as documents and web pages or convert written material into sign language video content.

Identifies and resolves conflicts related to the meaning of words, concepts, practices or behaviors.

May read aloud or sign documents in a language other than that in which they were written.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The English language and at least one other language such as Spanish, Hmong, Punjabi or American Sign Language (ASL).

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

A cultural understanding of the languages for which they interpret.

Ability to:

Edit and proofread text to accurately reflect language.

Apply contextually appropriate register, tone and style in both source and target languages.

Speak in a public setting.

Listen carefully when interpreting for audiences to ensure messages are heard and interpreted correctly.

Establish and maintain effective working relationships with city management and staff, representatives of community organizers, state/local agencies and association and the public.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalency;

AND

A valid certificate of accredited interpreter training;

AND

Two (2) years of professional experience as an interpreter/translator, preferably in a public setting. One (1) year of additional qualifying experience may be substituted for the required certification.

ASL interpreters shall possess and continue to maintain a current national certification by the Registry of Interpreters for the Deaf (RID) or the National Association of the Deaf (NAD); possession of certification may be considered in lieu of certificate of accredited interpreter training.

Special Requirement(s):

Recruitment may be limited to a particular assignment based on operational need.

APPROVED: (Signature on File) DATE: 7/7/21
Director of Personnel Services

NEW: JTC:SCM;bn