

INTERPRETER / TRANSLATOR

JOB TITLE: Interpreter / Translator

GRADE: 8

JOB CODE: 1115

DATE: 9/17/03

GENERAL FUNCTION: Under the direction of the local health department director, program director, or clinic supervisor, performs interpreting / transliterating services of oral and/or written communications between English and a designated second language or languages in a variety of settings; and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provide interpreting / transliterating services for patients employees, and other individuals for meetings, interviews, telephone calls, etc. including one to one and group settings.

Translates orally or in writing all documents presented by patients, staff, and other individuals.

Participate in special health department related workshops / program activities as needed.

Utilize equipment such as computers, word processors, and copy machines; fax machines, typewriters, etc.

Prepare written translations of instructional and educational materials, correspondence, and forms from one language to another when appropriate for use by the patients, staff, and other individuals.

Review translated material for accuracy of meaning, grammar and syntax.

Answer inquiries from patients, community agencies, and individuals and interpret and explain words and phrases for meaning and appropriateness.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Supervisor plays substantial role in setting goals, objectives and organizing work.

SUPERVISION EXERCISED: No supervisory responsibility.

JOB SPECIFICATIONS:

Knowledge and Abilities: Basic knowledge of grammar, spelling, and punctuation. Knowledge of methods of compiling, organizing and analyzing data. Knowledge of the principles and techniques of effective verbal and written communication in the English language. Ability to verbally translate spoken material

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form English into a designated second language(s). Ability to communicate effectively with other employees and the general public. Ability to maintain alphabetical, numerical, and subject filing systems. Considerable knowledge of general office practices, procedures and equipment. Considerable ability to deal courteously with the public, supplying general information and direction in a clear, concise manner.

Minimum Education, Training, and Experience Requirements: A high school diploma or its equivalent and one year experience in translation and interpretation of English and a required second language. Additional related education or certification(s) may substitute for the required experience.

Minimum requirements are comprehensive statements of the minimum background as to education, experience, and other qualifications that will be required in all cases as evidence of an appointee's ability to perform the work properly.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description