

Class Concept

Positions in this class provide foreign language interpreting services in a variety of settings. Employees ensure that all services, communications, documentation, etc., associated with a program are provided in the client's native language as mandated by law, program guidelines, or needs. Employees provide verbal interpretation of all information shared between staff and clients/parents/caregivers, etc. Work of an interpreter involves translating all written materials, and employees serve as a point of contact for clients. Employees may coordinate transportation, arrange referrals to local services and resources; interpret test items, programmatic information, or results of evaluations; conduct interviews to obtain program or personal data and/or assist management in monitoring the accuracy of translating/interpreting services. Employees assist clients to ensure that appropriate services are determined, offered, received, or given. Work may take place in an office setting, classroom, home, childcare environment, hospital, or prison.

Employees in this class may serve as a resource to staff on cultural diversity or conduct staff development events to increase knowledge of the culture. Employees may provide assistance to facilitate parental involvement and understanding.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the program area, regulations, policies, procedures, etc. assigned.
- Considerable knowledge of the ethics of interpreting.
- Skill in fluency sufficient to meet the needs of the organization and the population served.
- Ability to interpret/translate all verbal information and written materials in English and the foreign language.
- 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.
- Ability to relay the style and tone of that language.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and two years of experience in interpreting and translating English and the required foreign language in a setting that requires a knowledge of the programs or service; or an equivalent combination of education and experience.