



PERSONNEL COMMISSION

Class Code: 5184
Salary Range: 23 (C1)

SENIOR TRANSLATOR-INTERPRETER – BL SPANISH

JOB SUMMARY

Under general supervision, serve as the District's spokesperson in a designated second language; serve as a lead in the office and train and provide work direction to others; provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as the District's spokesperson in a designated second language under the direction of the Public Information Director and liaison with the media on-camera and in radio interviews; assure responses provide effective public and cultural understanding of District issues, objectives and accomplishments. **E**
- Translate and assist in the composition of written and oral communications such as speeches, press releases, news conference materials, District-wide notices and website content in a designated second language to convey information in accordance with District policies and procedures. **E**
- Serve as a lead in the office and train and provide work direction to others; participate in the prioritizing, coordination and assignment of translation-interpretation projects; review and approve translation projects prior to release. **E**
- Facilitate the District-wide Interpreter/Translator Development Program based on protocols, applicable laws and best practices; schedule workshops; develop training materials and interactive exercises; refer participants to available resources related to interpreting and translating. **E**
- Provide District-wide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and education materials from English to a designated second language from clear copy or rough draft; recreate and format documents utilizing a variety of word processing tools such as text boxes, headings and graphs. **E**
- Serve as an interpreter for a variety of meetings, workshops, conferences and special events for District personnel, parents and students and provide simultaneous interpretation services; take notes and prepare minutes following meetings as necessary; maintain confidentiality of sensitive and privileged information; interpret previously taped conversations of meetings as requested. **E**

- Produce idiomatic translations considering the type of material and reader viewpoints; determine most accurate shades of meaning and make corrections as needed; proofread and edit translations for accuracy, context, readability and style. ***E***
- Answer and receive telephone calls; greet and assist visitors; respond to inquiries regarding District translation and interpretation services and provide general information and assistance to callers and visitors. ***E***
- Perform a variety of clerical duties in support of office activities such as compiling and duplicating materials, inputting data, monitoring inventory levels of office supplies, filing materials and typing correspondence, forms and other materials. ***E***
- Operate a variety of office equipment including a copier and a computer and assigned software; operate headphones and microphones during oral translations; arrange for the repair of translation equipment; operate transcription equipment as directed; drive a vehicle to conduct work. ***E***
- Communicate with District personnel and outside agencies to clarify terms to be translated, exchange information, coordinate activities and resolve concerns. ***E***
- Provide assistance to school sites or departments by reviewing translations performed by site or departmental personnel; provide voice-over narrations in a designated second language for District audio or video recordings. ***E***
- Establish and maintain records, logs and files related to assigned activities. ***E***
- Attend and participate in a variety of meetings, conferences, workshops and in-service trainings. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Senior Translator-Interpreter serves as the District's spokesperson in a designated second language under the direction of the Public Information Director and liaisons with the media on-camera and in radio interviews. An incumbent serves as a lead in the office and participates in the prioritizing, coordination and assignment of translation-interpretation projects. Incumbents in this classification perform translation and interpretation work on a District-wide scope as opposed for a particular site or department, complete major and complex District-wide translation and interpretation projects and work under the direction of the PALMS (Program Assistance for Language Minority Students) office.

EMPLOYMENT STANDARDS

Knowledge of:

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and a designated second language.
Correct oral and written usage of English and a designated second language.
Simultaneous and consecutive interpretation techniques.
Cultural nuances of designated language.

Available resources in the field of translation and interpretation.
Newspaper, radio, television and other communications media sources and resources.
School district structure and operations.
Operation of translation equipment such as headphones and microphones.
General principles of training and providing work direction to others.
Operation of standard office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, equipment and procedures.
Public speaking techniques.

Ability to:

Read, write, translate and interpret English and a designated second language.
Serve as the District's spokesperson in a designated second language under the direction of the Public Information Director.
Speak extemporaneously in a designated second language to answer questions related to District issues.
Assure communications in a designated second language meet District quality standards.
Serve as an interpreter for a variety of District-wide meetings, workshops, conferences and special events.
Serve as a lead in the office and participate in the prioritizing, coordination and assignment of translation-interpretation projects.
Read, review and edit translations.
Recreate and format documents utilizing text boxes, headings and graphs.
Operate and arrange for the repair of translation equipment such as headphones and microphones.
Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
Prepare and present oral presentations.
Train and provide work direction and guidance to others.
Analyze situations accurately and adopt an effective course of action.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Type and input data at an acceptable rate of speed.
Work independently and as part of a team.
Meet schedules and timelines.
Maintain records and files.
Maintain confidentiality of sensitive and privileged information.

Education and Training:

Bachelor's degree including coursework in a designated second language.

OR

Valid Federal Court Interpreter Certification issued by the National Center for State Courts.

OR

Valid Court Interpreter Certification issued by the California Administrative Office of the Courts (AOC).

Experience:

Two years of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting and carrying translation equipment weighing up to 40 pounds.
Bending at the waist, kneeling or crouching to reach translation equipment and file materials.
Pushing or pulling carts with translation equipment.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/11/13