

*Code: 1158*

*Title: SERVICES TRANSLATOR*

**SUMMARY:** Provides translation services between English and a second language in a specialized client setting (such as legal, medical or appraisal office). This classification is distinguished from Court Interpreter and Chief Court Interpreter by its unique responsibility for performing translating duties outside of a courtroom, but in a specialized client setting.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides verbatim translations of a variety of technical and confidential correspondence, memoranda, reports, minutes of meetings, documents and other materials to/from English into/from a second language; Reads material and rewrites material in specified language or languages, following established rules as to word meanings, sentence structure, grammar, punctuation, and mechanics;

Provides oral translations of documents, reports and other materials for the benefit of the client and/or his/her agents or representatives;

Provides detailed information in a second language in response to queries concerning unit or division operations, activities and procedures;

Edits translated materials for appropriateness of technical terminology, grammar, punctuation, accuracy and content and makes corrections as needed;

Maintains confidentiality of conversations, files and documents;

Compares tape-recorded statements to translated material to check for accuracy and makes corrections as needed;

Determines appropriate distribution of specialized and confidential documents;

Utilizes an automated information system for word processing, electronic mail, production of graphics and spreadsheets, and database input and retrieval to/from English into/from a second language.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- English and a specified second language and their idiomatic and technical terminology;
- the use of reference materials;
- business spelling and grammar in English and a specified second language;
- laws, rules and department procedures pertaining to confidentiality and security of information;
- use of computer software, including spreadsheets, word processors and databases.

Skill in:

- rendering precise translations between English and a specified second language;
- communicating effectively, orally and in writing, both in English and specified second language;
- listening effectively;
- prioritizing work;
- reviewing finished materials for accuracy in punctuation, grammar, spelling and format and correcting as needed;
- operating a variety of office equipment, including typewriters, automated information systems, facsimile machines, photocopiers and calculators.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in foreign language studies in the specified language and one year of translating experience in a specialized client setting (demonstrable fluency in oral and written English and the selected second language is required, as determined by oral and written examination administered by the appointing authority).

OR:

(2) An Associate's degree from an accredited college or university with a major in foreign language studies in the specified language and two years of translating experience in a specialized client setting (demonstrable fluency in oral and written English and the selected second language is required, as determined by oral and written examination administered by the appointing authority).

OR:

(3) Four years of translating experience in a specialized client setting (demonstrable fluency in oral and written English and the selected second language is required, as determined by oral and written examination administered by the appointing authority).

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Some positions may require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections and courts facilities, property and associated confidential and sensitive information, documents, communications and database systems. Department of Labor Regulation CFR Part 1910.1030 requires notification that some positions in this category may have a moderate risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.