

CLASS TITLE: INTERPRETER (SPANISH)

Class Code: 02120201
Pay Grade: 16A
EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To interpret the Spanish language in written and spoken form in order to provide a bilingual capacity for a variety of programs; to assist non-English speaking persons in understanding programs, procedures and questions; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior who makes assignments with specific and general instructions; work is reviewed for results obtained.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To interpret the Spanish language in spoken and written form to provide a bilingual capacity for a variety of programs.

To assist non-English speaking persons in understanding programs, procedures and questions.

To handle initial telephone and office contacts and to make the proper referrals and provide information at this time.

To assist staff personnel and clients in speaking Spanish and to communicate and understand any problems in both home and office interviews.

To assist clients in filling out various forms, requests and applications.

To interpret documents written in Spanish for agency personnel.

To schedule appointments for clients with agency personnel and to translate during such appointments.

To assist in the interpretation of agency programs to Spanish speaking groups or communities.

To assist in the written translation of agency policies and materials into the Spanish language.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the Spanish language and the ability to read, speak and write Spanish; the ability to interpret and translate Spanish into the written and spoken forms of the English language; a familiarity with the culture and customs of Spanish groups and communities and the ability to relate to and understand the problems of non-English speaking persons and groups; the ability to establish effective working relationships with agency personnel and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: working or living in a setting where the Spanish language was used.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 15, 1984

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