

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LANGUAGE TRANSLATOR ENGLISH/SPANISH RESTRICTED

BASIC FUNCTION:

Under the supervision of the Supervisor – Administrative Services/Restricted, provides oral translation of communications and written translation of correspondence and other documents between English and Spanish; serves as an interpreter for meetings, conferences and other events; provides written and simultaneous oral translation for County Office of Education meetings and other programs.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Translates documents, forms, menus, letters, flyers, surveys, reports, presentations and various other correspondence and materials from English to Spanish, and from Spanish to English; proofreads and assures accuracy of translated materials; reviews, edits and revises translations.

Provides translation services to facilitate communications between various individuals; communicates with staff, administrators, teachers, students, parents and others in English and Spanish.

Provides assistance to callers, visitors and others regarding educational resources and services in Spanish; responds to inquiries and provides information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Assists with coordinating and arranging translation services for parents, students and community members as assigned; receives and responds to translation requests.

complex translated material submitted by County Office personnel and edits for accuracy of meaning, grammar and syntax as directed.

Utilizes headphones and microphones during oral translations of meetings and presentations, as necessary; translates and interprets minutes of meetings.

Substitutes for or relieves other office personnel as required.

Assesses the translating and interpreting skills of others seeking bilingual or bilingual/biliterate certification.

Explains word meaning and phrases and serves as a technical resource to the Supervisor and other County Office of Education personnel.

Attends and participates in workshops, conferences or in service training programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct

Edit translated materials and assess interpreting skills of others.
Operate a variety of office equipment, a computer and assigned software.
Learn translation software applications utilized in preparing translated materials.
Demonstrate sensitivity and patience to limited English speaking students, parents and community groups.
Establish and maintain cooperative and effective working relationships with others.
Type and input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Plan and organize work.
Work independently with discretion.
Meet schedules and timelines.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in English, Communications, or Spanish, the designated foreign language for this position, and two years of experience translating and interpreting materials and communications between English and Spanish.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.
Incumbents must be proficient in English and Spanish and pass an oral and written proficiency test in Spanish.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director Classified Personnel Services

Date: 12/14/16