

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 Vietnamese; 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.

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 Vietnamese, and from Vietnamese to English; proofreads and assures accuracy of translated materials; reviews, edits and

translated material submitted by County Office personnel and edits

