Language Translator/Interpreter (English/Spanish) ʹ Senior ʹ continued
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Responds to telephone and in-person inquiries, interpreting and explaining words and phrases for proper
meaning and appropriateness; solicits feedback and reads nonverbal communication cues to ensure that
individuals properly understand the information being translated.

Communicates with staff, administrators, teachers, students, parents, community members, business
partners, and others in English and Spanish, in a responsive, courteous, and customer service oriented
manner that can be understood by audience members.

Effectively uses translating software programs, when needed or directed, in the course of preparing
written translations; uses headphones and microphones during oral translations of meetings and
presentations, as necessary; operates standard office equipment including, but not limited to, a desktop

Language Translator/Interpreter (English/Spanish) ʹ Senior ʹ continued
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Standard office methods, procedures, and practices including record-keeping, indexing, filing systems, and
telephone techniques
Word-processing, spreadsheet, presentation, and publication, and translation software applications
Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and
Spanish.
Telephone techniques and etiquette.
Simultaneous and consecutive interpretation techniques.
Applicable laws, codes and regulations.
County Office of Education organization, operations, regulations, policies and objectives related to
position.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.