I. Position Title
District Translator

II. Position Description
Under the general supervision of the Coordinator, Limited English Proficient/Program, K-12, to prepare written translations of correspondence, educational and general materials from English to Spanish or another language other than English; to provide oral interpretation for District staff; to perform typing, recordkeeping, filing and general office clerical work, and to do related work as may be required.

III. Example of Duties/Responsibilities
A. Translate correspondence, minutes, notices, bulletins, press releases, educational material and forms into written format using appropriate expressions, comprehensibility, grammar and syntax-E
B. Review translated materials submitted by other personnel and edit for accuracy-E
C. Serve as a technical resource person for the District, providing oral translation as needed explaining words and phrases for meaning and appropriateness-E
D. Provide translator/interpreter services as needed to other District personnel as assigned by the administrator; act as interpreter for foreign language speaking parents and children in the course of District Office operation-E
E. Type, proofread and correct materials written in a foreign language; prepare materials for reprographics-E
F. Answer, screen and route telephone calls, type bulletins and memoranda including materials of a confidential nature; independently compose letters on routine matters-E
G. Attend group meetings as appropriate-E
H. Perform a variety of clerical functions including typing, filing, dictation, document and recordkeeping-E
I. Perform related duties as assigned

(E) Essential

IV. Minimum Qualifications
Knowledge of:
•Interpreting and translating techniques
•Structure of English and Spanish languages or other non-English languages including pronunciation, spelling, grammar, punctuation, vocabulary and comprehension
•Regional differences in word usage and idioms
•Modern office practices, procedures, methods and equipment

Ability to:
•Type at a speed of 55 words a minute (in English) from clear, legible copy
•Take dictation (in English) and transcribe it accurately
•Speak, read and write effectively in English and Spanish or other non-English language
•Produce written material in appropriate, grammatically correct Spanish or other non-English language
•Edit articles for publication
•Understand and carry out oral and written directions
•Paraphrase and condense without changing the meaning of original material
• Understand and participate in conversations in Spanish or other non-English language with a high degree of precision of vocabulary and fluency
• Establish and maintain cooperative working relationships with those contacted in the course of work.
• Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of professional situations
• Perform difficult and responsible clerical work involving independent judgment and requiring accuracy and speed

Education and Experience
• Education: Equivalent to the completion of the twelfth grade including or supplemented by courses in typing, office practices and college courses in Spanish or other non-English language.
• Experience: Two (2) years of increasingly responsible clerical experience in composing, editing and/or translating materials in English and the required non-English language.

License
• Must possess a valid California Driver’s License and have an acceptable driving record to qualify for insurability with the District’s insurance carrier

Working Conditions
Environment
* Office environment/school campus environment
* Subject to frequent interruptions
* Periodic work in equipment room

Physical Abilities
* Seeing to inspect records and reports
* Hearing and speaking to exchange information
* Sitting for extended periods of time
* Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
* Dexterity of hands and fingers to operate standard office equipment
* Bending, stooping, squatting and lifting
* Climbing step stool

Revised
4/99/am