

INTERPRETER/TRANSLITERATOR

DEFINITION

Under the supervision of the assigned supervisor/manager, this position provides interpreting/transliterating for Deaf/Hard of Hearing students in instructional activities using American Sign Language (ASL).

TYPICAL DUTIES

Performs interpreting/transliterating duties of a complex nature with little or no supervision; translates responses from source language to target language and translates approximate or exact message of speaker into specified language, orally or by using sign language for Deaf/Hard of Hearing; interprets or transliterates ASL into spoken language and interprets or transliterates from the spoken language to ASL using the mode or means of communication style that is most appropriate for a student or group of students in classes, college clubs, or other college-related activities; meets with as needed Disabled Student Programs and Services (DSP&S) staff to ensure services are appropriate and consistent; prepares for interpreting session by reviewing appropriate textbooks, notes, and/or videos; listens to statements of speaker to ascertain meaning and reads written material and transliterates material into specified language, according to established rules of grammar; facilitates communication and understanding between Deaf/Hard of hearing students and hearing students, faculty, and staff in group situations or one-on-one; stays current in the field of professional interpreters (i.e., workshops, continuing education units, etc.); provides lead responsibilities for temporary interpreters, including hiring, assessing, training, coordinating schedules, and assigning workloads. Performs other related duties as assigned.

QUALIFICATIONS

EXPERIENCE/EDUCATION

Minimum of two years of paid experience at the college level interpreting/ transliterating classes of a complex nature. Certification from and good standing with a nationally recognized organization such as the Registry of Interpreters (RID) for the Deaf, or the National Association for the Deaf (NAD) with a Level 5 assessment; and completion of Code of Ethics for interpreters. Completion of an associate degree from an accredited college in a related field of study; or a minimum of twenty (20) units of accredited college-level courses and documentation of continuing education units from a professional interpreting maintenance program.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

The structure and content of ASL including the meaning and spelling of words and grammar; interpreting/ transliterating ASL utilizing techniques, methods and skills necessary for successful interpreting/ transliterating at the college level; applicable federal, state, and local laws, policies and regulation, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

The ability to perform the essential functions of the position; listen to and understand information and ideas presented through spoken English; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies such as computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.