

INTERPRETER (SPANISH)

General Statement of Duties and Responsibilities

Under direct supervision, interprets and translates Spanish into English and vice versa; performs related work.

Examples of Typical Tasks

Converses and writes fluently in English and Spanish.

Interprets and translates with clearness and accuracy speech and writing from Spanish into English and vice versa.

Acts as interpreter and translator in various proceedings and activities in municipal agencies.

Performs clerical work when not actually engaged in interpreting and translating.

Maintains records of completed interpretations and other assignments as needed.

Ensures confidentiality of information.

May make field visits (e.g., to precincts, health clinics, etc.).

May be required to be on call for emergency interpreting and translating as needed.

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CODE NO. 31013

MISCELLANEOUS OCCUPATIONAL GROUP [193]

INTERPRETER (SPANISH) (continued)

Qualification Requirements

A four year high school diploma or its educational equivalent and two years of full-time paid satisfactory experience, in a professional setting, performing oral interpreting and written translating from Spanish into English and vice versa.

Direct Lines of Promotion

From: None

To: To be determined