

INTERPRETER/TRANSLATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for acting as an interpreter and/or translating from one language into another, which may involve simultaneous translation between languages. Responsibilities include translating written material into a specified language, following established rules pertaining to factors such as word meanings, sentence structure, grammar, and punctuation, as well as verbal translation of written material. Work is performed under general supervision, following general instructions received from a supervisor regarding assignments. Assignments are typically short-term and temporary. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Translates spoken or written words and passages from one language to another for court, administrative or routine communications matters;
May write or rewrite material from one language to another for court, administrative or routine communications matters;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS:

Demonstrated ability to speak, read and write in the language required.