

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LANGUAGE TRANSLATOR - ENGLISH/VIETNAMESE - RESTRICTED

BASIC FUNCTION:

Under the supervision of the Supervisor – Administrative Services/Restricted, provides oral translation of communications and written translation of correspondence and other documents between English and Vietnamese; serves as an interpreter for meetings, conferences and other events; provides written and simultaneous oral translation for County Office of Education meetings and other programs.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Translates documents, forms, menus, letters, flyers, surveys, reports, presentations and various other correspondence and materials from English to Vietnamese, and from Vietnamese to English; proofreads and assures accuracy of translated materials; reviews, edits and revises translations.

Provides translation services to facilitate communications between various individuals; communicates with staff, administrators, teachers, students, parents and others in English and Vietnamese.

Provides assistance to callers, visitors and others regarding educational resources and services in Vietnamese; responds to inquiries and provides information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Assists with coordinating and arranging translation services for parents, students and community members as assigned; receives and responds to translation requests.

Provides simultaneous interpretations at meetings; serves as an interpreter for meetings, conferences and other events; provides written and simultaneous oral translation for County Office of Education meetings.

Assists parents with completing Head Start Program applications and other forms as needed.

Operates a variety of office equipment including a copier, printer, copier, calculator, a computer and assigned software; operates translation equipment; drives a vehicle to conduct work.

Performs a variety of clerical duties in support of assigned activities such as preparing, typing, duplicating and filing materials; prepares documents and packets for Executive Committee meetings.

Prepares and maintains a variety of reports, records and files related to translation requests and assigned activities including confidential student records and information.

Translates complex County Office of Education policies, forms, notices and correspondence; reviews

complex translated material submitted by County Office personnel and edits for accuracy of meaning, grammar and syntax as directed.

Utilizes headphones and microphones during oral translations of meetings and presentations, as necessary; translates and interprets minutes of meetings.

Substitutes for or relieves other office personnel as required.

Assesses the translating and interpreting skills of others seeking bilingual or bilingual/biliterate certification.

Explains word meaning and phrases and serves as a technical resource to the Supervisor and other County Office of Education personnel.

Attends and participates in workshops, conferences or in-service training programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and Vietnamese.

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.

Modern office practices, equipment and procedures.

Business letter and report writing, editing and proofreading.

Record keeping and filing techniques.

Interpersonal skills using tact, patience, courtesy and diplomacy.

Operation of a computer and assigned software.

Understanding and appreciation of cultural sensitivity and human diversity.

Operation of interpretation equipment.

Telephone techniques and etiquette.

Basic public relations techniques.

ABILITY TO:

Provide oral and written translation services to facilitate communications.

Read, write, translate and interpret English and Vietnamese.

Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and Vietnamese.

Greet, screen and direct callers and/or visitors.

Answer telephones and operate a telephone system.

Serve as an interpreter for meetings, conferences and other County Office of Education events.

Learn, interpret, apply and explain policies, procedures, rules and regulations.
Edit translated materials and asses interpreting skills of others.
Operate a variety of office equipment, a computer and assigned software.
Learn translation software applications utilized in preparing translated materials.
Demonstrate sensitivity and patience to limited English speaking students, parents and community groups.
Establish and maintain cooperative and effective working relationships with others.
Type and input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Plan and organize work.
Work independently with discretion.
Meet schedules and timelines.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in English, Communications, or Vietnamese, the designated foreign language for this position, and two years of experience translating and interpreting materials and communications between English and

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver’s license.
Incumbents must be proficient in English and Vietnamese and pass an oral and written proficiency test in Vietnamese.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16