

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSLATOR (Range 17)

BASIC FUNCTION:

Under direction of an assigned supervisor, provide written and oral translation services for the District.

REPRESENTATIVE DUTIES:

Perform non-technical translations including translation of meeting notices, minutes, parent conferences, brochure, policies, booklets, letters or other translations of a general or routine nature. *E*

Perform technical translations including translations of special education conferences and documents, disciplinary hearing panels or other translations requiring technical vocabulary and a high degree of confidentiality or accountability. *E*

Operate a computer and translation equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Usage, vocabulary, grammar, spelling and punctuation in English, Spanish and other languages as assigned.

Terminology, forms and materials of the District.

Operation of a computer.

ABILITY TO:

Translate written and oral communications from English to an assigned language and vice versa. Understand, communicate and be sensitive to the needs of school and District personnel, students and parents.

Provide a finished product related to written translations including typewritten or legible hand-written products.

Maintain confidentiality of information.

Type at an acceptable rate of speed for composition of materials.

Operate a computer, copier and translation equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, demonstrated bilingual/biliterate skills and two years translating complex materials from English to Spanish.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to speak, read and write fluently in a second designated language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.