

## **FOREIGN LANGUAGE TRANSLATOR**

Code No.: 4-18-279  
NON-COMPETITIVE\*

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located at a school district, is responsible for translating written documents and interpreting orally from English to Spanish or other foreign language and Spanish to English or other foreign language for the benefit of students, family members and staff. Translated written documents include technical material such as press conference materials, official notices, legal documents, and Individual Education Programs (IEPs) which, if not translated correctly can have legal ramifications. The employee reports directly to, and works under the general supervision of a Chief Communications Officer or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs the following activities in English and either Spanish or other foreign language:

Translates written documents;

Types, proofreads, copies, mails and files a variety of written materials;

Serves as interpreter Board of Education meetings and other related parent conferences and meetings;

Maintains website translation pages;

Prepares other district materials for publication and/or dissemination by editing written material and proofreading;

Interacts with parents by telephone;

Organizes, assigns, proofreads, copies, mails and files translated materials prepared by temporary or consultant interpreters;

Completes claim vouchers for processing payment to consultants.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the English and Spanish or English and other foreign language, grammar, and composition; working knowledge of general education terminology; ability to establish and maintain effective relationships with school district personnel, parents and community agencies; ability to create legally correct and error-free documents in English and Spanish or English and other foreign language; ability to edit, copy, proofread and use reference materials in both English and Spanish or English and other foreign language; ability to readily acquire familiarity with departmental organization; ability to utilize computer software; good judgment;

physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** October 24, 1985

**REVISED:** October 23, 1986

**REVISED:** May 7, 1998

**REVISED:** May 7, 2015

**REVISED:** February 8, 2018

**REVISED:** February 3, 2022

\*Approved in the non-competitive jurisdictional class for the Rochester City School District at the December 11, 2018 New York State Civil Service Commission meeting.