



Interpreter/ Translator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INTERPRETER/ TRANSLATOR I	5616	B17	\$42,976 - \$64,469
INTERPRETER/ TRANSLATOR II	5617	B19	\$48,244 - \$76,028
INTERPRETER/ TRANSLATOR III	5618	B21	\$54,278 - \$87,046
INTERPRETER/ TRANSLATOR IV	5619	B23	\$61,184 - \$99,658

GENERAL DESCRIPTION

Performs interpreter work involving interpreting or translating sign or foreign languages into English or other applicable languages.

EXAMPLES OF WORK PERFORMED

Interprets and translates messages simultaneously or consecutively into specified languages, either orally or using sign language, while maintaining message content, context, and style.

Reads and rewrites material into a specific language.

Reads written materials, such as policies, procedures, reports, publications, and news materials, and rewrites materials into specified languages.

Proofreads, edits, and revises translated materials.

Checks translations of terms and terminology to ensure accuracy and consistency throughout translation revisions.

Assesses whether communication is being understood.

Locates and schedule qualified interpreters to provide communication services.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

Note: *Employees at the journey level may independently perform the full range of work listed in the examples and may assist others in performing work of greater complexity.*

INTERPRETER/ TRANSLATOR I: Performs complex (journey-level) interpreter work. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

***Note:** A senior-level employee (levels II-IV) may serve in a lead or supervisor role; however, typically, supervisory responsibilities within this job classification series will be found at levels III or IV. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee, review, or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.*

INTERPRETER/ TRANSLATOR II: Performs highly complex (senior-level) interpreter work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.

INTERPRETER/ TRANSLATOR III: Performs advanced (senior level) interpreter work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Represent the agency at business meetings, hearings, trials, conferences, and seminars; or on boards, panels, and committees.
- Develop and implement community programs related to specified languages.
- Provide fluency level assessments.

INTERPRETER IV: Performs highly advanced (senior-level) interpreter work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience as an interpreter. Graduation from a standard senior high school or equivalent and completion of an accredited interpreter training program is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of vocabulary and grammar related to a specific language.
- Skill in the use of a computer and applicable software.

- Ability to interpret language accurately in various situations and difficulty levels; to communicate effectively; and to provide guidance to others.

Additional for Interpreter/Translator II – IV levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as an interpreter.