



# Interpreter/Translator I

Salary Group: B17  
Class Code: 5616

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 complex (journey-level) interpreter work. Work involves interpreting or translating sign or foreign languages into English or other applicable languages. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## 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.

May locate and schedule qualified interpreters to provide communication services.

May provide guidance to others.

Performs related work as assigned.

## **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**

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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as an interpreter.