

DEAF AND HARD OF HEARING INTERPRETER/PROGRAM ASSISTANT

CLASS CODE: c72690

DESCRIPTION: Under general supervision, provides interpreting/transliterating and other support services to deaf and hard of hearing clients and staff of the Commission for the Deaf & Hard of Hearing. In addition, incumbents provide assistance to the Interpreter/Program Coordinator in developing and providing statewide programs covering issues pertinent to the deaf and hard of hearing communities and educating the public at large; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Interprets phone calls, meetings, and other business conversations to facilitate communication among staff and between clients and staff.

Provides interpreting/transliterating and other support services to staff and the general public who are deaf or hard of hearing.

Provides support and technical assistance to the interpreting profession and the general public regarding the utilization of interpreting services.

Receives and processes interpreter referral requests to ensure the most effective placement for client and interpreter.

Provides the Interpreter/Program Coordinator with assistance in the scheduling and management of interpreter evaluation systems to ensure an efficient and consistent operation.

Provides the Interpreter/Program Coordinator with assistance in compiling reports on interpreter workshop activities for documentation and evaluation purposes.

Processes the receipts and disbursements on interpreter billings to ensure the proper documentation of all moneys.

Provides the agency staff with assistance in the coordination and development of educational and resource materials related to the field of interpreting/transliterating to ensure up-to-date resources for clients, interpreters, and other users.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the role of an interpreter, interpreter ethics, and related issues; the National Registry of Interpreters for the Deaf (RID) code of ethics to avoid personal interference or misuse of confidential information; the issues and cultures of the deaf and hard of hearing communities sufficient to inform hearing persons of the needs of deaf and hard of hearing persons; current interpreter training trends.

Ability to: fluently communicate through the use of sign language; maintain confidentiality regarding interpreting assignments and referrals; coordinate and prioritize a variety of functions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline for positions in this class is a high school education or equivalent, a two year interpreter training program or equivalent, or RID certification, sign language interpreting experience, and general office experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).