



## Job Description

**Job Title: Interpreter**

**JTC: CQP**

**Salary Range: N05**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for listening, understanding, and translating spoken or written statements from one language to another. Reproduce statements in another language for unique listening or reading audience.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Interpreting Code of Ethics as established by the Texas Department of Assistive and Rehabilitative Services Board for Evaluation of Interpreters. Ability to provide interpreting services in a variety of setting within the DCCCD network following DCCCD policies.

Requires complete fluency in the working language and the ability to instantly comprehend and convert language into another. Knowledge of the structure and content of a foreign language or English including the meaning and spelling of words. Understands the rules of composition and grammar.

Establish and maintain effective working relationships, interacting in a diverse, multi-cultural environment. Possesses a professional and friendly attitude and the ability to quickly develop a rapport with colleagues, students and staff. Must be sensitive to cultural differences. Maintain confidentiality of work-related information and materials.

May translates spoken material into sign language for an understanding of the hearing-impaired and/or interprets sign language of the hearing-impaired into oral or written language for individuals or others not conversant in sign language. Sign language interpreters must be able to make a quick and coordinated hand, finger and arm movements when interpreting.

Effectively uses organizational skills with attention to detail and follow through. Able to communicate information and ideas so others will understand using tact and diplomacy. Knowledge of principles and techniques of effective verbal and written communication in the English language.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.



## MINIMUM KNOWLEDGE AND EXPERIENCE

Graduation from high school or equivalent plus an active and valid **basic level certification** recognized or issued by the BEI prior to January 1, 2012. Official transcripts or proof of certifications will be required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides interpreting services for the hearing impaired in a variety of college activities. Comply by the Interpreting Code of Ethics as established by the Texas Department of Assistive and Rehabilitative Services Board for Evaluation of Interpreters. Have specialize training in the use of gesture, mime, props, drawings and other tools to enhance communication.

Perform sign language interpretation for hearing-impaired students/prospective students, including lectures or other classroom instruction, meeting, registration, testing, tutoring and counseling. Serve as liaison between the students, staff and faculty members.

Builds strong professional relationships to assist the deaf or hearing-impaired individuals understand what is being said in a variety of situations. Understands the subject matter to accurately translate what is being spoken into sign language. Research situations involving highly technical information or complex information to gain an understanding of what will be interpreted.

Interpreters change the spoken word from one language to another in order to facilitate communication between two parties, who might otherwise be unable to understand each other. Must possess the ability to converse back and forth in two or more languages. Must be able to preserve the meaning, tone, and emotional value of the original speech and have a firm grasp of both the source and the target languages, including all idioms.

May assist in development of schedules for part-time applicants to fill vacancies in interpreter, tutor, or note-taker positions. May maintain related department records. Excellent oral and written communication skills to work effectively with a wide variety of individuals from diverse backgrounds. Ability to provide quality customer service. Must have excellent customer service skills.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*