



Interpreting Services Specialist

Classified Range: 45

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Participates in the administration of the Interpreting Services program; Trains and schedules sign language interpreters; interprets for students as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned interpreters.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and implements Interpreting Services program services and activities to provide sign language or oral interpretation for Deaf and hard-of-hearing students in classes, labs, tutoring sessions, counseling sessions, and other appointments as needed or requested to assure appropriate equal access communication accommodations for Deaf and hard-of-hearing students and faculty.
2. Assists with the recruitment of interpreters; interviews, evaluates skills, and makes recommendations for hiring sign language interpreters; provides technical assistance, in-service training, and staff development for interpreters; advises interpreters on issues that arise from daily contact with students, staff, and faculty.
3. Assesses skills and background of interpreters for the purpose of placing interpreters in appropriate assignments; schedules interpreters to accompany Deaf and hard-of-hearing students to satisfy communication needs for classes, labs, tutoring sessions, counseling sessions, and other appointments; revises interpreting schedules as necessary.
4. Arranges captioning services as necessary for students.
5. Provides interpreting services; interprets for classes, labs, tutoring sessions, counseling sessions, appointments, and other student needs as requested or as necessary for student success.
6. Conducts Deaf and hard-of-hearing new student orientations; explains campus services and various processes; conducts campus tours.
7. Assists students with obtaining needed campus services; assists students with enrollment, registration, and financial aid processes.
8. May serve as primary point of contact between students and on- and off-campus organizations, such as the Department of Rehabilitation, providing services to students.
9. Provides information to faculty regarding Deaf or hard-of-hearing students in order to foster understanding.
10. Provides sign language and voicing services for deaf faculty including in classes and in interactions with staff, supervisors, and managers.



Interpreting Services Specialist

Classified Range: 45

Board Approved: 11/18/21 P. 2|5

11. Maintains a variety of records, files, and information related to assigned services and activities; prepares a variety of reports and correspondence.
12. Participates in related projects and events as needed for Deaf and hard-of-hearing.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of sign language interpreting; incorporates new developments as appropriate; dispenses information to interpreting staff.
14. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it



Interpreting Services Specialist

Classified Range: 45

Board Approved: 11/18/21 P. 3|5

- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**



Interpreting Services Specialist

Classified Range: 45

Board Approved: 11/18/21 P. 4|5

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree or sixty (60) semester units.

Experience:

Three (3) years of experience working with the Deaf and hard-of-hearing.

Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, sixteen (16) semester units and five (5) years of experience working with the Deaf and hard-of-hearing is qualifying.

Desired Education/Experience:

Registry of Interpreters for the Deaf (RID) certification

Experience with scheduling interpreting services

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office, classroom, or educational lab setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25



Interpreting Services Specialist

Classified Range: 45

Board Approved: 11/18/21 P. 5|5

pounds; to operate office equipment and interpret to and from sign language requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.