

CLERICAL TRANSLATOR

Reports to: Varies according to assignment

Division: Special Education (primarily)

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You have excellent writing skills and the ability to translate technical language. You have a proven track record of establishing rapport and earning the trust of colleagues. You take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Responsible for providing written translations of various technical, legal, and medical documents, as well as educational and instructional materials. These tasks are to be completed with high levels of accuracy, using established formats and templates, within the time limits and priorities provided. These services will help meet the educational and personal needs of students, parents, staff, and community.

Specific duties and responsibilities

- Translate educational and instructional materials in written format
- Translate legal IEPs and varied district, department, and administrative communications with high levels of accuracy
- Quickly and efficiently translate official school district documents that require high levels of specialized terminology
- Know terminology that is specific to various departments, such as curriculum and instruction, special education, juvenile court schools, which includes legal, technical, and medical content
- Provide consultation to sites and other departments in appropriate word usage
- Approach families and staff from a variety of ethnic backgrounds with courtesy, respect, and cultural sensitivity
- Organize work effectively: Prioritize tasks and projects, use web-based systems to track assignments, read and reply to requests in a timely manner.
- Maintain confidential and sensitive information
- Respond to phone calls, emails, and other communications without undue delay
- Operate standard office equipment
- Copy documents and maintain files
- Operate a computer and related software to input, output, update, and access a variety of records and information; generate documents as required
- Proofread and edit own work
- Perform related duties as assigned



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Requirements

Education: High school diploma

Experience: One or more years of translation in an educational setting is preferred

Knowledge and skills:

- Cultural heritage of the specific ethnic group, specifically Hispanic/Spanish-speaking populations
- Modern office procedures, methods, and computer equipment
- Related computer software programs necessary to complete job duties: word processing, database, spreadsheet, and PowerPoint
- Record-keeping methods and procedures

Abilities

- Speak, read, and write in appointed language
- Listen and understand oral information
- Be punctual, independent, reliable and professional
- Use correct English spelling, grammar, and punctuation
- Use correct Spanish spelling, grammar, and punctuation
- Demonstrate excellent interpersonal skills using tact, patience, and courtesy
- Remain technologically up-to-date
- Maintain effective oral ability to speak in an understandable voice with sufficient volume to be heard in normal conversation with or without aids
- Maintain sufficient manual dexterity to write, use the computer and the telephone with or without aids
- Sit or stand for extended periods of time; kneel, bend at the waist and reach overhead, above the shoulders and horizontally; lift light objects according to safety regulations

Licenses and certificates

- Passage of district bilingual assessment
- Passage of district translator test
- Passage of computer skills test

Working conditions

Typical office and classroom environments

| Salary range ~~65~~68

Approved by the Personnel Commission:

May 26, 2005

Revised:

June 23, 2016

| Proposed Revision:

October 26, 2017