



Career Service Authority

Sign Language Interpreter

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GENERAL STATEMENT OF CLASS DUTIES

Provides full performance level interpreting services for the deaf, training in deaf awareness, advice on deaf access issues and information and referral to the hearing and the deaf communities.

DISTINGUISHING CHARACTERISTICS

This is a one-of-a-kind class.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

May perform lead work over contract or temporary employees.

ESSENTIAL DUTIES

Provides interpreting services for deaf people.

Advises City agencies on access needs for the deaf and hard-of-hearing.

Trains City workers and others in deafness and deaf culture.

Represents the City on Committees and task forces addressing the needs of the deaf and the hard-of-hearing.

Advocates for and assists the deaf community in securing access to City services and programs.

Provides information and referral about deaf and hearing services and issues to City employees and citizens.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Integrity/honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Leadership - Interacts with others to influence, motivate, and challenge them.

Self-Management - Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Teaches Others - Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Knowledge of deaf awareness issues sufficient to be able to advise others of deaf access, needs and referral programs.

Skill in interpreting and performing sign language.

Skill in advocating assistance for the deaf community.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: Ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Subject to varying and unpredictable situations.

Makes home visits.

Pressure due to multiple calls and inquiries.

Education Requirement:

Baccalaureate Degree in Human Services, Social Work, Psychology or a related field.

Experience Requirement:

Three years of experience in a wide variety of settings providing interpreting services to the deaf community.

Education/Experience Equivalency:

A Specialist Certificate: Legal (SC:L) from the Registry of Interpreters for the Deaf may be substituted for the minimum education and experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application. Possession of a Comprehensive Skills Certificate (CSC); or a Certificate of Interpretation (CI) AND a Certificate of Transliteration (CT), plus the hours of required legal skills training, at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2007

REVISED BY: Melissa Palmer

CLASS HISTORY The class title was changed from Deaf Programs Specialist to Sign Language Interpreter.