

RANGE H22

**JTC NO. H66
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Translator

DATE PREPARED: Spring 2004

DATE REVISED: Fall 2012; Spring 2017

GENERAL SUMMARY:

Provides translation services (written/oral) requiring advanced skills and knowledge in translating information from English to another foreign language such as, but not limited to, Spanish. Responsibilities involve creative thought processing during translation to interpret a meaningful message as appropriately related to a diverse knowledge based audience. Creates and designs bilingual presentations. Provides light clerical duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for translating print materials from English to another foreign language utilized within the District for various purposes and/or targeted groups.
- Provides literal and grammatically correct translations of letters, correspondence and DCCCD related materials.
- Provides spoken language interpreter services at various DCCCD outreach events and/or various other occasions where translating services are necessary.
- Responsible for creating and designing bilingual presentations. (e.g. PowerPoint, Word, etc.)
- Provides light clerical duties.
- Responsible for answering a specific campus and/or District Office main public information line advertised to a targeted to student/public population, such as the Spanish Line, and refers calls as appropriate.
- Proofreads and edits other campus/location materials as needed.
- Performs other as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree plus one year of experience translating print materials for educational and/or business entities **or** graduation from high school or equivalent plus three years of experience translating print materials for educational and/or business entities. Must be fluent both orally and in writing in the designated foreign language. Advanced knowledge of computer technology to access data, maintain records, generate reports, and communicate with others. Excellent oral and written communication skills in order to interact and work with individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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ADA/tmm 05.01.19