

**City of Dallas
Classification Specification**

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Title:	Interpreter	Class Code:	40009
Application:	Single Incumbent	Pay Grade:	F
Supplemental/Code:	Technical/3	FLSA Status:	Non-Exempt
Safety Sensitive:	Non-Exempt	Established:	10/01/94
CDL:	No	Revised:	10/1/2017

Provides accurate translating and interpreting services both orally and written into another specified language that ensures information concerning City of Dallas court cases, projects, programs, and services are available to all non-English speaking residents.

Essential Functions Depending on Assignment:

1. Provides interpretation or translation of services to English and other languages for all City of Dallas departments that include printed material and publications that include simultaneous/ consecutive modes at court proceedings.
2. Uses knowledge of particular language, including formal terms, slang, idioms, and dialect to accurately translate the information and concepts into text meaningful to the reader.
3. Conducts research of departmental functions, services, programs and other varied topics to become familiar with specific terminology relevant to the translation of technical, legal, financial, or public safety publications.
4. Maintains a glossary of terms available to all City departments to assure consistency of terminology in inter-departmental and external communications.
5. Performs occasional revisions, modifications and approvals of interpretations or translations provided to departments by outside vendors to assure consistency with internal terminology.
6. Interprets or translates verbal conversations to facilitate communication between parties.
7. Provides verbal interpretation and translation during a variety of legal and court proceedings including arraignment, pretrial hearings, entering of pleas, jury and on-jury trials and bond dockets.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of language, including grammar, colloquialisms, idioms, and culture.

Ability to translate or interpret from English to a specified language.

Ability to conduct research of departmental functions services, programs and other varied topics to gain knowledge of specific terminology relevant to translation of publication.

Ability to determine the most appropriate method to translate various documents.

Ability to operate computer and various translation software.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to effectively communicate both orally and in writing and negotiate with technical staff, consultants, contractors, governmental agencies, city management, and citizens.

Certification, Registration, or Licensure

May be required to be certified, registered, or licensed in a specialty area.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.