



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 875.2

Job Title: **TRANSLATOR**

Pay Grade: 11

### **GENERAL SUMMARY:**

Translates verbal and written communications from one language to another enabling the City to better serve the needs of the non-English speaking public.

### **RESPONSIBILITIES:**

- Provides simultaneous translation of verbal communications from one language into another.
- Provides information to non-English speaking customers or visitors by telephone and in person.
- Translates foreign language written communications into English.
- Performs general clerical duties as required.
- Assists with special projects as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in a foreign language or a field relevant to the work being performed.

#### **LICENSE/CERTIFICATION:**

In Municipal Courts, must be a Licensed Court Interpreter by the Texas Department of Licensing and Regulation pursuant to Subchapter C of the Court Interpreters Act.

#### **EXPERIENCE:**

One year of experience in translation or customer service is required. Must be proficient in both verbal and written communications of a foreign language.

Two years of pertinent experience may be substituted for the above education requirement.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions and giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Translator

*Effective: October 1990*

*Revised: June 2002*