

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: TRANSLATOR/WORD PROCESSOR**

#### **BASIC FUNCTION:**

Under the direction of the Office Support Supervisor, translate and interpret from English to Spanish and from Spanish to English concisely and accurately; provide assistance to District staff with oral and written bilingual translations and interpretations as needed; perform complex word processing, desktop publishing, and related duties with a minimum of direction.

#### **REPRESENTATIVE DUTIES:**

Research, translate, edit, and type student information materials and instructional materials including hand-outs, syllabuses, and course brochures for all disciplines. *E*

Perform skilled word processing and desktop publishing duties; create, edit, type, and proofread documents from notes, handwritten copy, or rough copy for District staff using word processing software including exams, course syllabuses, handouts, nursing modules, lab lecture booklets, cards, charts, tickets, forms, letters, reports, articles, booklets, test banks, and other materials. *E*

Translate and interpret from English to Spanish and from Spanish to English concisely and accurately; serve as a simultaneous translator for legally binding issues upon request. *E*

Research and perform an accurate translation of official documents meeting required deadlines. *E*

Assist in the communication flow among different international organizations connected to Southwestern Community College District by providing prompt and confidential translation of legally binding documents for the Superintendent President and other District offices. *E*

Provide translation assistance at the San Ysidro site and for special on-campus conferences, seminars, and workshops. *E*

Format, layout, and prepare a variety of documents including confidential documents; discuss and develop ideas with District staff as to appropriate presentation of materials/format. *E*

Create, edit, proofread exams/tests from program-generated test banks; operate IBM-compatible programs to create tests/exams as requested. *E*

Perform a variety of office support functions requiring knowledge of various District departments, technical terminology, and up-to-date clerical procedures. *E*

Operate various departmental equipment and provide assistance to others to assure completion of orders in a timely manner. *E*

Proofread rough draft material and final copies; check materials for grammar, punctuation, and correct format; assure accuracy and completeness of all work in both languages: English and Spanish. *E*

Maintain confidentiality on in-process or final documents in accordance with handling procedures for confidential and legally binding documents. *E*

Perform duplicating duties; collate, staple, bind, cut, pad, punch, and distribute material; process completed work according to established procedures.

Provide work direction, training, and guidance to student workers as needed.

## **Translator/Word Processor - Continued**

Perform general clerical duties; direct students and public to appropriate offices/departments; provide general District information when requested; maintain working knowledge of phone mail/repair and mail distribution procedures.

Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Correct Spanish and English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written Spanish and English communication skills.

Technical and legal terms in Spanish and English.

Cultural aspects in the usage of language.

District organization, operations, policies and objectives.

Department operations, practices and procedures.

Various formats and styles.

Office procedures, methods, and equipment including computers and applicable software applications including purpose, function, operation, technical aspects, and application of word processing software related computer programs.

Complete knowledge of the Global Link software uses and language devices.

Record-keeping techniques.

Operating characteristics of a variety of department machines and equipment.

Interpersonal skills using tact, patience, and courtesy.

#### **ABILITY TO:**

Translate and interpret from English to Spanish and from Spanish to English concisely and accurately.

Understand and follow oral and written directions in Spanish and English.

Spell correctly and use proper grammar and punctuation in both languages.

Plan and organize work to meet schedules and time lines.

Work independently with little direction.

Work confidentially with discretion.

Operate office equipment including computers.

Operate word processing software and perform specialized word processing duties quickly and accurately.

Operate the double thought process in an accurate and timely manner.

Train and provide work direction to others.

Operate a computer keyboard at 70 net words per minute from clear copy.

Maintain records and logs.

Work cooperatively with others.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing in English and Spanish.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by two years of specialized course work in translating, office automation, bilingual office procedures, or a related field and three years of experience in translation and interpretation.

**Translator/Word Processor - Continued**

**LICENSES AND OTHER REQUIREMENTS:**

Possession of Accredited Translation Certification

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information over the telephone or in person in a designated second language.

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Seeing to read and verify data and prepare various materials.

**HAZARDS:**

Extended viewing of computer monitor.

Created: December, 2001

*Johnson & Associates*

*Approved by the Governing Board on December 12, 2001*