



Office of Human Resources  
Interpreter Sign Language - CA2589  
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### General Statement of Duties

Provides full performance level sign language interpreting services for Denver government programs, services, and events; handles all aspects of scheduling interpreters and Communication Access Real-Time Translation (CART) providers; provides training to City employees on Deaf community, language, culture, and/or role of the interpreter/CART provider; assists with outreach to the Deaf, DeafBlind, and hard of hearing communities; provides information, and referral to City employees and the hearing and deaf public.

### Distinguishing Characteristics

The Interpreter Sign Language classification is distinguished from other interpreter classifications by the specific type of interpretation requiring sign language fluency under Title II of the Americans with Disabilities Act to provide access to the Deaf, DeafBlind, and hard of hearing public.

### Level of Supervision Exercised

By position, performs lead work over contract or temporary employees.

### Essential Duties

Provides sign language interpreting services for Denver government programs, services, and events and provides related consultation and service referrals to city employees and the community.

Coordinates scheduling interpreters and Communication Access Real-time Translation (CART) providers for Denver government requests.

Facilitates training to educate city employees on deaf community, culture, language, and the role of the interpreter or CART provider.

Serves as a liaison and coordinates outreach for services available to the Deaf, DeafBlind, and hard of hearing communities.

Engages and collaborates with city employees and the deaf and hearing public.

Performs other related duties as assigned.

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.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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 & Skills**

Knowledge of issues, programs and services concerning people who are Deaf, DeafBlind, or hard of hearing sufficient to be able to advise others on problem resolution options and provide resources and referrals.

Skill in sign language interpreting in a variety of settings, including interpreting City materials into American Sign Language (ASL)

Ability to use social media platforms to obtain or deliver information.

Skill in utilizing computer software to accomplish a variety of tasks.

### **Education Requirement**

Bachelor's Degree.

### **Experience Requirement**

One (1) year of experience in a wide variety of settings providing interpreting services to the deaf community.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

Requires a valid Driver's License at the time of application.

By position, possession of current certification issued by the Registry of Interpreters for the Deaf.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to varying and unpredictable situations.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to traffic, roadways, and pedestrians.

Potential exposure to unpleasant elements (accidents, injuries, and illnesses).

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

Education Check

Motor Vehicle Record

Licenses/Certification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** A-619

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**