



Office of Human Resources Interpreter Coordinator - CA2544

THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Coordinates and leads the work of a language interpreter office, provides accurate and clear interpretation services between English and the target (foreign) language. Monitors and manages the work of contract interpreters, interprets for the court, and ensures documents are translated.

Distinguishing Characteristics

This class coordinates the work of a language interpreter office, monitors the work of contract interpreters, interprets for the court, and ensures documents are translated. The Interpreter Coordinator is distinguished from a Court Interpreter that performs full performance interpreting work for Denver County Court including administrative tasks as assigned.

Essential Duties

Coordinates the work of language interpreter office by providing accurate and clear interpretation services between English and the target (foreign) language. Monitors and manages the work of interpreters, and ensures documents are accurately translated.

Implements and interprets policies and procedures developed by higher level authorities.

Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit. Maintains reference materials.

Provides professional linguistic assistance including appropriate language matches for legal and general terminology and provides guidance to contract interpreters on linguistic usage and communicates complex information.

Utilizes the three modes of interpretation in accordance with accepted methodologies and standards as prescribed by the Colorado Judicial Department Code of Professional Responsibility for Interpreters. Fills in for interpreters by providing interpretation services when necessary.

Reviews and approves bills for payment of contract interpreter services.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Serves on interpreter committees and attends meetings and training as required and networks with other jurisdictions regarding resources and interpreter issues.

Performs other related duties as assigned or requested.

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

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Level of Supervision Exercised

Performs lead work.

Education Requirement

Bachelor's Degree in a related field with a major or minor in secondary language.

Experience Requirement

Three (3) years of experience working in a professional capacity as an interpreter.

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

Possession of a Colorado Certified Interpreter Credential or hold a Federal Interpreter Certification Credential or a credential that meets the established standards of the State of Colorado, at time of application.

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

Working Environment

Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Subject to many interruptions.

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.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-808

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: