



Office of Human Resources Interpreter Sign Language - CA2589

THIS IS A PUBLIC DOCUMENT

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.

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.

Level of Supervision Exercised

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

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.):

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.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

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: