General Statement of Duties
Provides full performance level sign language interpreting services for Denver government programs, services, and events; assists with all aspects of scheduling interpreters and Communication Access Real-Time Translation (CART) providers; provides training to City employees on the role and utilization of the interpreter/CART provider; supports 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 remote and onsite sign language interpreting services for Denver government programs, services, and events and provides related consultation and service referrals to city employees and the community.

Assists with all aspects of scheduling interpreters and Communication Access Real-time Translation (CART) providers for Denver government requests.

Assists with screening sign language interpreters interested in becoming an independent contractor for Denver government.

Assists with contractor paperwork.

Supervises interpreter intern.

Maintains and files reference materials for interpreting assignments, and monitors equipment used for remote interpreting.

Provides training to city employees on the role and utilization of the interpreter and CART provider.

Supports outreach to the Deaf, DeafBlind, and hard of hearing communities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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, con-clusions 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.

Ability to use a variety of platforms to provide interpretation.

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, post certification, providing interpreting services in a wide variety of settings.

**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 (RID), or Board for Evaluation of Interpreters (BEI) Advanced or Master level, and Colorado Court/Legal Interpreter Status I or II license.

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: NE-14
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date: 10/13/2022
Revised By: SO
Class History: 3/5/2020- Updated class spec to current duties, responsibilities, and minimum qualifications.
10/13/2022- Revised general statement of duties, essential duties, knowledge & skills, experience requirement, licensure & certification.