



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

TRANSLATOR / INTERPRETER

Office: Office Assigned
Status: General Unit
Grade: 8

ORGANIZATIONAL RELATIONSHIPS

Reports to: Staff as Assigned
Supervises: None

DEFINITION

The Translator/Interpreter (TI) interprets oral communication and translates written communication from and into Spanish and English. The position translates written correspondence and facilitates interviews and other forms of oral communication between State Bar personnel, State Bar members, the public and other organizations as needed.

MAJOR DUTIES & RESPONSIBILITIES

1. The TI translates written correspondence from Spanish into English and from English into Spanish. Correspondence includes but is not limited to letters, memorandum, emails, pamphlets, retainer agreements, invoices, advertisements, and educational material.
2. The TI interprets oral communication from Spanish into English and from English to Spanish. Types of oral communication include but are not limited to telephone calls and messages, in-person interviews, and community forums.
3. The TI enters information into case management or other system/s about services that are provided.
4. The TI may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Ability to speak, read, and write fluently in English and Spanish.
2. Ability to proficiently use legal terminology in both English and Spanish.
3. Ability to manage work schedules to meet deadlines.

4. Ability to conduct effective interviews.
5. Ability to use technical terms used in legal settings into glossaries and terminology to be used in translations.
6. Ability to relay the style and tone of the original message.
7. Ability to use case management systems or similar tracking methods.
8. Ability to remain impartial in some adversarial and emotionally charged situations.
9. Ability to work professionally and cooperatively with individuals from different social economic backgrounds.

ESSENTIAL ELEMENTS / ABILITY TO

1. Endure prolonged periods of sitting.
2. Communicate by telephone.
3. Obtain and present material in person and in writing.
4. Review and analyze complex written documents.
5. Make fine visual distinctions upon proofreading written document and viewing information on a computer screen.
6. Possess visual compatibility and digital dexterity to operate a computer and other standard office equipment.
7. Digital dexterity to assemble, retrieve and replace files.
8. Drive an automobile.

MINIMUM QUALIFICATIONS

1. Bachelor's degree, or general knowledge of a recognized discipline, such as business administration, accounting, computer science, law enforcement, or legal procedures, gained through earning a four-year college degree or the equivalent amount of work experience.
2. Minimum one (1) year of experience with translating or interpreting from Spanish to English and English to Spanish.
3. Accomplished computer keyboarding skills.
4. Successful completion of the State Bar validated assessments for the position. The assessments for the position include an Oral/Written Proficiency Test administered by Alta Language Testing. <http://www.altalang.com/language/protocols/> . Applicants must be at a Level 10 proficiency in five categories: Speaking & Listening/Writing/Reading/Translation/Interpretation.
5. Applicants who meet Minimum Qualifications 1 and 2 will be notified and asked to complete the position assessments. Applicants who meet requisite proficiency levels on these assessments will be invited for an interview.

Revised January 2016