

## CITY OF BURBANK

### SIGN LANGUAGE INTERPRETER

#### DEFINITION

Under general administrative direction, to facilitate communication between hearing and hearing-impaired and to do related work as required.

#### ESSENTIAL FUNCTIONS

Performs interpreting services individually or in group settings by using manual and oral methods of communication for the deaf and hard of hearing; translates from the language system used by the hearing-impaired person to the oral spoken language which can be understood by the hearing person; accompanies staff members to places where interpreter services are otherwise unavailable; may perform other services uniquely required by hearing-impaired individuals; drives to multiple locations on short notice in a single day; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – the standard methods of manual communication for the deaf and hard of hearing including American Sign Language (paraphrasing), Signed English (word for word), dactylography (finger spelling) and non-manual expression including facial, eye, and body language; the deaf culture and cultural experiences associated with deafness; current developments, trends, and techniques in the field of interpreting for both the deaf and hard of hearing as utilized by the deaf community; and the Code of Ethics for the Registry of Interpreters for the Deaf.
- Skill in – conveying the thought, intent, and spirit of the speaker to a deaf/hard of hearing person; interpreting/transliterating expressively and receptively, using manual and oral methods of communication for the deaf and hard of hearing; and interpreting/transliterating at a rate appropriate to the assignment.
- Ability to – utilize sufficient sign vocabulary to ensure proper interpretation for various subject matters; read and write English at a level required for successful job performance; facilitate communication between hearing-impaired and hearing persons proficiently; and establish and maintain effective working relationships with the deaf and hard of hearing as well as, supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or its equivalent and one year paid or volunteer experience working with people who can communicate or be communicated with only through sign language, or any combination of experience and training in voice to sign and sign to voice interpreting or transliterating which demonstrates assurance of skills appropriate for the level of the assignment.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Possession of one valid certificate, preferably the transliterating certificate, issued by the National Registry of Interpreters for the Deaf or equivalent certificate issued by a recognized evaluating agency. Possession of the Comprehensive Skills Certificate issued by the National Registry of Interpreters for the Deaf or equivalent certificate issued by a recognized evaluating agency.