

Specification for Class of

LANGUAGE SPECIALIST

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: In the Office of Language Interpreter Services and Translations, translates written agency communications, forms, issuances, and publications from English into the appropriate target language; or plans, organizes and implements statewide training for staff providing interpretive/translation services to Limited English Proficient (LEP) clients; or develops tests to evaluate and certify bilingual employees and contracted translators and interpreters.

Typical Work

Translates brochures, correspondence, technical and legal documents, laws, regulations, agency policies and procedures, flyers, forms, letters, memoranda, and publications written in English into one of the target languages. (Target languages include Spanish, Chinese, Cambodian, Laotian, and Vietnamese. Other languages may be added as needed.);

Uses reference bilingual dictionaries, specialized dictionaries of terms, target language dictionaries and glossaries to ensure accurate translations of vocabulary and idioms used in specialized fields;

Consults with lawyers, physicians, psychiatrists, social workers, support enforcement officers and other subject matter experts to make certain that documents have not lost meaning in translation;

Reviews, edits and proofreads translated material to ensure accurate, idiomatic, edited translations of the text without omissions or additions ready for final typing, printing and/or publication without further revision;

Researches and analyzes source language terms, text and copy to arrive at accuracy in translations;

Utilizes computer software in preparing translated documents especially to create special fonts used in non-English languages;

Compiles, develops, and maintains glossaries of terms peculiar to DSHS programs and services;

Provides information about the target language and the culture in which the language is spoken to the originators of documents to be translated;

Translates legal documents from English into the target language; confers with other translators to discuss common problems in translation involving idiomatic usages and cultural differences;

Translates concepts that do not exist in the target language and the culture in which the target language is spoken;

Develops guidelines for language testing of bilingual employees within DSHS;

Develops test items to evaluate and certify statewide DSHS bilingual employees and contract translators and interpreters;

Computes reading levels for test items to reflect the reading levels of DSHS publications;

Conducts training needs assessments in order to develop training curricula for bilingual employees dealing with Limited English Proficiency clients;

Designs and creates training aids; conducts oral presentations utilizing visual and audio training aids to prepare DSHS bilingual employees for certification tests;

Performs other duties as assigned.

Knowledge and Abilities

Knowledge of: correct English grammar, syntax, and structure; correct grammar, syntax, and structure of a Target language; an extensive vocabulary in both English and the Target language; American culture and cultures in which the Target language is the basic language; computer software used in translations; DSHS programs and forms; DSHS terminology and concepts.

Ability to: translate correspondence, technical, and legal documents from English into a target language; evaluate translated material to determine reading level and to determine cultural appropriateness; use computer software to construct cultural appropriateness; use computer software to construct appropriate fonts for the target language; use bilingual dictionaries and

glossaries; construct bilingual glossaries for English terms that lack referents in the target language.

Minimum Qualifications

A Bachelor's degree and three years of experience in the translation of written documents from English into a foreign language. One year of the required three years of experience must be in the translation of technical, medical or legal documents.

Experience in the translation of written documents from English into a foreign language will substitute, year for year, for the required education.

Fluency in a foreign language will be required for these positions. Candidates will be tested to determine fluency.

New class: 6-12-92