

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38461
Job Class Code:	770	Salary Schedule:	ASRRSLANG
EEO Category:	03	Grade:	16
Workers Comp Code:	9410		

Job Code Established:	01/01/85	Effective Date:	
Job Code Revised:	09/02/00	Effective Date:	

JOB CODE SERIES: Sign Language Series

JOB CODE TITLE: SIGN LANGUAGE INTERPRETER

HRIS TITLE: SIGN LANGUAGE INTERPRETER

WORK DESCRIPTION: Interprets between deaf and hearing persons verbally and in Sign Language; compiles programmatic and statistical data pertaining to communication disorders; writes graphs, charts, reports and correspondence; provides programmatic and technical information to community representatives and the general public; attends meetings and seminars; schedules and records activities of the communications office.

WORK ACTIVITIES: interprets conversations between deaf and hearing persons in conducting business of the work system.

Gathers information from files and records and from other sources to be use in preparation of a report.

Writes detailed reports based on research analysis and evaluation of data pertaining to specific projects, conditions or proposals under study,

Visits project sites, analyzes options. Confers with government and business representatives to determine feasibility and practicality of proposed plans.

Conducts analyses and evaluations of management organization, methods and procedures; gathers, examines and analyzes data, presents recommendations and options.

Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects in consultations with division manager.

Compiles data and writes periodic progress and status reports on work activities of the section under own supervision.

Adapts work schedules to meet changing priorities of personnel or work objectives as directed by division manager.

Confers with superior, presenting and resolving difficult problems or questions, in some instances dealing with unit policy problems, planning actions and making decisions.

Performs related work as required.

WORK CONDITIONS: Long hours of attention to detail; frequent travel.

SUPERVISION: Works under general supervision of a program specialist, exercising discretion and independent judgment within policies and procedures established for the work system.

WORK RESULTS/PRODUCTS: Interpreted communications; compiled and analyzed date; written graphs, charts, correspondence, memoranda and reports; scheduled and recorded activities; information provided to community representatives and the public.

RESPONSIBILITY: For the accuracy and quality of work products, timely completion of work processes.

AUTHORITY: Decisions on scheduling activities and work assignments; recommendations on policy/procedural matters pertaining to communications disorders.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws, statutes, rules and regulations governing the provision of vocational rehabilitation services to disabled persons; sign language; the needs of and responses to deaf persons; community resources available to meet the needs of deaf persons; policies and procedures established for the work system.

Skill/Ability to: interpreting for the deaf; operating telecommunication devices; interpret, analyze and evaluate data; communicate verbally and in writing; deliver public speeches; establish and maintain work relationships with deaf persons, service providers, community representatives and the general public.