

The University of Texas at San Antonio

Job Description

Job Title: Interpreter II
Code: 11255
Salary Grade: 60
FLSA Status: Non-Exempt
Department/Division: Disability Services
Reports To: Interpreter Coordinator

Summary

- Function: To perform advanced interpreting work utilizing comprehensive or specialized skills with knowledge and practice of interpreter ethics.
- Scope: To provide interpreting services for the university community.

Duties

- Typical:
 1. Interpret (voice to sign or sign to voice) for hearing impaired individuals for the university community to include interpreting classroom lectures, professor/supplemental instruction study sessions, conferences, symposiums and other university events.
 2. Caption classroom lecture.
 3. Consult with faculty to explain interpreter and captioning services and provide information concerning teaching students who are deaf or hard of hearing.
 4. Assist in coordinating interpreting and captioning services.
 5. Perform other duties as assigned.
- Periodic:
 1. N/A.

Education

Required	Preferred
High school graduation or GED.	Bachelor's degree or major coursework in Interpreting for the Deaf, American sign Language, Education, Special Education, or a related field.

Other Requirements

Required	Preferred
Certification at Level III, IV or V by the Texas Workforce Commission or equivalent RID/NAD Certification.	N/A
Ability to establish and maintain effective working relationship with clients, supervisors and co-workers.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience as a sign language interpreter.	N/A

Equipment

Required	Possible
Personal computer and captioning equipment.	N/A

Working Conditions

Usual	Special
Classroom, office, or on stage at graduations or university functions.	Working conditions may be determined by the situation requiring interpreting and may vary from the usual classroom or office environment.

Supervision

Received	Given
General supervision with latitude for exercise of independent judgment. Periodic review by designated supervisor.	May oversee subordinates.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.