**Class Summary**

The responsibilities of this classification include participating in and maintaining community outreach programing and language access services for King County Elections. Incumbents will oversee day-to-day activities to improve efficiencies and quality of language services for assigned languages.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. This classification is distinguished from the Medical Interpreter/Translator series in that the incumbent only performs services for King County Elections and does not provide any medical related translation or interpretation. This classification is distinguished from the Public Defense Interpreter in that the incumbent is not responsible for legal interpretive services.

**Examples of Duties**

*In addition to the duties for Language Services Specialist I, the Language Services Specialist II will:*

1. Develop, promote and market sound, accurate, culturally appropriate election materials and information.
2. Develop and participate in outreach programing and events which publicize election services and resources.
3. Assist customers by researching, providing reports, and communicating with advocacy and community based groups and organizations.
4. Implement processes to ensure public involvement.
5. Train and mentor new and existing team members.
6. Participate in hiring and onboarding processes.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of written translation techniques and principles

Knowledge of interpreting in English and target language

Knowledge of vernacular language practices as well as culture’s beliefs and values

Knowledge of interviewing techniques and principles

Knowledge of conflict resolution techniques

Knowledge of proper English grammar, usage and spelling

Knowledge of ethical standards in the language translation and interpretation field

Skill in prioritizing work load and adapting to changes in work load demands

Skill in conducting research in election records and linguistic practices on a specific work assignment

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Language Services Specialist I-ElectionsLanguage Services Specialist II-Elections |
| **Class History** | 9/2022 - Created |