**Class Summary**

The responsibilities of this classification include facilitating and managing interpreting and translation requests to support King County Elections. Responsibilities include translating written materials from English into vernacular language(s), performing oral interpretive services between election staff and constituents in a time sensitive environment, and assist in preparation of election related materials with minimal supervision. Incumbents also provide a variety of technical clerical support services such as providing specialized, technical or program specific information, establishing and maintaining data and drafting and editing documents such as correspondence and contracts.

**Distinguishing Characteristics**

This is the first level in a two-level classification series. This classification is distinguished from the Language Services Specialist II classification in that incumbents in the Language Services Specialist II are responsible for participating in outreach programing and events which publicize election services and resources. 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**

1. Translate a variety of forms, documents, pamphlets, brochures, web content, and miscellaneous correspondence into vernacular language.
2. Review and proof translated materials from vendor for quality assurance.
3. Facilitate communications across language and cultural barriers between election staff and constituents.
4. Assist in preparation of election related materials.
5. Provide election information that requires limited interpretation of established policies, procedures, and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. May have to deal with sensitive and/or potentially volatile situations.
6. Establish, maintain, code, modify, track, and/or retrieve information and compile elections data that may require information searches through files, records, or computer files, including spreadsheets and/or customized database applications and enter, obtain and/or verify information.
7. Follow clearly defined and established Election methods, guidelines and procedures.
8. Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.
9. Provide overall administrative support, including performing duties related to document tracking, filing, and data management.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of general office principles and practices

Knowledge of written translation techniques and principles

Knowledge of interpreting and translating in English and vernacular language

Knowledge of culture’s vernacular language usage as well as 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**

Washington State Driver’s license or the ability to travel to work locations with limited or no public transportation services

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-Elections  Language Services Specialist II-Elections |
| **Class History** | 9/2022 - Created |