

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Foreign Language Interpreter  
**Department:** Social Services  
**Revised** : March 2016

**Class** : Administrative Support  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Foreign Language Interpreter classification.*

**GENERAL DESCRIPTION**

Varied clerical work of moderate responsibility involving the interpretation and translation of various information to Spanish speaking clients both verbally and in written form. Supervision is received from an administrative superior who reviews work through observation and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as interpreter and translator in the clinical setting, working with nurses, nurse practitioners, social workers, dental staff and others who serve monolingual Spanish speaking clients or Latino clients with limited English skills.

Receives telephone calls from Spanish speaking clients and schedules appointments, interprets questions from clients to a nurse and relays answers back to the client.

Contacts other agencies or providers to assist the client in obtaining other services and/or to schedule an appointment.

Regularly looks up information in the case management system NCFAST, edits and adds information in NCFAST, and uploads documents to NCFAST as appropriate for all economic services programs in support of eligibility functions.

Translates written materials from English to Spanish and vice versa to assist both the client and staff in obtaining information in an understandable form.

Maintains logs and reports related to the interpretation and translation services provided.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Proficiency in verbal and written language skills, both in English and Spanish.

Thorough knowledge of medical interpretation and terminology. Ability to communicate effectively with individuals of various socioeconomic and educational backgrounds.

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Working knowledge of various computer software packages.

**PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

**EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

**MINIMUM EXPERIENCE AND TRAINING**

Requires a high school diploma or GED equivalency and one year of experience in interpretation and translation using health and medical terminology, and experience with various computer software packages. One semester in medical interpretation or medical terminology from an accredited college or community college and certification as an interpreter/translator for Spanish and English is preferred.

**This job description does not create an employment contract,  
implied or otherwise.**