

EDGECOMBE COUNTY
DEPARTMENT OF SOCIAL SERVICES
3003 NORTH MAIN STREET
TARBORO, NORTH CAROLINA 27886
(252) 641-7611

Foreign Language Interpreter II

SALARY: \$21,951.00

Posted: Internal, ESC, Edgecombe County Website

Position Number Pending Approval of Office of State Personnel

Position Number:

PENDING

The Foreign Language Interpreter position provides language interpreting services and translation of information to Spanish speaking clients both verbally and in written form. The position serves as a conduit for communications between the agency and the client, conveying all information shared between staff and client while converting the exchange from Spanish to English. Duties include obtaining data in order to complete the eligibility process and conveying this information to the worker, maintaining a daily log of interpretation services, client registration when functioning as back up to front desk receptionist, explaining processes, client follow up as needed to obtain additional data, Assisting clients to ensure that appropriate services are determined, offered, received, or given. Accompany staff on home visits, travel to the Rocky Mount office as needed to provide interpreting services, etc., Candidate must be bi-lingual in Spanish. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) This position performs disaster related duties during emergency disasters and shelter openings. Position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Ability to interpret/translate all verbal information and written materials in English and Spanish. Significant knowledge of the ethics of interpreting. Ability to assess the communication skill level of clients and exercise judgment in determining services to be rendered. Ability to understand and interpret information in the various dialects of that language. Significant knowledge of the program area, regulations, policies, procedures, etc. assigned. General knowledge of forms used in determining eligibility. General knowledge of agency's organization rules, policies and procedures. Communicate effectively with other agency personnel to gather and verify information.

Minimum Education and Experience:

Graduation from high school or GED and two years of experience in interpreting and translating English and Spanish in a setting that requires a knowledge of the programs or services. Demonstrates fluency and skill necessary to meet the needs of the organization and client populations served; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions. Copies of transcripts from accredited institution required.

Application Period: 04/09/2012 through 04/17/2012

Application Deadline: April 17, 2012 @ 5:00 p.m.

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Nora Harper, Personnel Assistant. All other applicants should apply through the Employment Security Commission.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE