

**CLASS TITLE: INTERPRETER (VIETNAMESE)**

**Class Code: 02794308**  
**Pay Grade: 16A**  
**EO Code: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To interpret the Vietnamese language in written and spoken form in order to provide a bilingual capacity for a variety of programs; to assist non-English speaking persons in understanding programs, procedures and questions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior who makes assignments with specific and general instructions; work is reviewed for results obtained.

**SUPERVISION EXERCISED:** Generally none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To interpret the Vietnamese language in spoken and written form to provide a bilingual capacity for a variety of programs.

To assist non-English speaking persons in understanding programs, procedures and questions.

To handle initial telephone and office contacts and to make the proper referrals and provide information at this time.

To assist staff personnel and clients in speaking Vietnamese and to communicate and understand any problems in both home and office interviews.

To assist clients in filling out various forms, requests and applications.

To interpret documents written in Vietnamese for agency personnel.

To schedule appointments for clients with agency personnel and to translate during such appointments.

To assist in the interpretation of agency programs to Vietnamese speaking groups or communities.

To assist in the written translation of agency policies and materials into the Vietnamese language.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the Vietnamese language and the ability to read, speak and write Vietnamese; the ability to interpret and translate Vietnamese into the written and spoken forms of the English language; a familiarity with the culture and customs of Vietnamese groups and communities and the ability to relate to and understand the problems of non-English speaking persons and groups; the ability to establish effective working relationships with agency personnel and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: working or living in a setting where the Vietnamese language was used.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 15, 1984

Editorial Review: 3-15-2003