

CLASS TITLE: INTERPRETING INTERVIEWER (PORTUGUESE)

Class Code: 02794302
Pay Grade: 19A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct a specialized placement service program in a large employment security office in a metropolitan area or in a medium size local employment security office in behalf of Portuguese speaking applicants; this service to be provided for any specific employer or group of employers who can gainfully employ the individuals capable of expressing themselves only in the Portuguese language; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an office manager or administrative staff member from whom are received work assignments and instructions; work is occasionally reviewed in process and always upon completion for conformance to instructions, techniques, rules, regulations and for results obtained.

SUPERVISION EXERCISED: May supervise Placement Aides and other clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct a specialized placement service program in a large employment security office in a metropolitan area or in a medium size local employment security office in behalf of Portuguese speaking applicants; this service to be provided for any specific employer or group of employers engaged in various business activities such as manufacturing, transportation, sales, hotel or restaurant whose type of business can gainfully employ individuals capable of expressing themselves only in the Portuguese language.

To take job applications and interview Portuguese speaking applicants for evaluation and determination of their skills in terms of occupational classifications consistent with the needs of the employer, and where possible, to refer the applicant to suitable employment openings.

To assist by interpreting for counselors in behalf of applicants needing special assistance regarding placement, vocational adjustment, training or other related problems.

To assist by interpreting for counselors in the administration of achievement, aptitude or other tests designed for the diagnosis of the applicants' particular problem.

To maintain records and establish and maintain effective liaison between the department and employers.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the basic principles, practices and techniques of placement service functions including interviewing Portuguese speaking applicants for evaluation and determination of individual skills and qualifications in terms of occupational classifications, including coding, testing, and other related skills and techniques in a public employment office; the ability to administer and interpret achievement, aptitude or other tests to Portuguese speaking applicants, and the ability to interpret and apply laws, rules, and regulations relative to the placement functions of an employment service office; the ability to establish and maintain effective working relationships with employers, Portuguese speaking applicants, other state employees and the general public; the ability to read, speak and write the Portuguese language; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing preferably with a major in the Portuguese language; or

Experience: Such as may have been gained through: employment in job interviewing, occupational guidance or related functions in a public or private agency dealing with Portuguese speaking groups.

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

Class Created: May 28, 1972

Editorial Review: 3/15/03

