

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

INTERPRETER, DEAF AND HARD OF HEARING

JOB DESCRIPTION

Employees in this job facilitate communication services for deaf, deafblind, and hard of hearing persons.

There are three classifications in this job.

Position Code Title - Interpreter B Deaf-E

Interpreter, Deaf And Hard Of Hearing 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of interpreting assignments.

Position Code Title - Interpreter C Deaf-E

Interpreter, Deaf And Hard Of Hearing E8

This is the experienced level. The employee provides a full range of communication services for deaf persons. The employee uses judgment in making decisions and guidance and direction are generally available as needed.

Position Code Title - Interpreter D Deaf-A

Interpreter, Deaf And Hard Of Hearing 9

This is the advanced level. Employees at this level function in one of two capacities: as a senior worker or as a lead worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level that have been defined by the Appointing Authority and approved by Civil Service. Lead workers are responsible for assigning, reviewing and leading the work of lower-level Interpreters, Deaf.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Interprets or transliterates communications between hearing persons and deaf persons.

Provides assistance to instructors by translating academic instructional material to deaf students in the classroom.

Attends classes with students and interprets instructions on a one-to-one basis in vocational subject areas such as upholstery, machine technology and printing.

Interprets or transliterates textbook material to provide effective understanding of the material.

Serves as an interpreter for case conferences and interprets during therapeutic and/or clinical appointments.

Facilitates communication between health care staff, and other personnel communicating with deaf residents/students.

Provides assistance to staff in the vocational evaluation process by interpreting standardized tests for deaf students.

Provides interpretation during telephone communication.

Interprets the Student Council process and meetings for deaf students.

Maintains records and prepares reports.

Interprets or transliterates and assures through the instructor's questions and testing procedures, that the student has understood the material and is progressing satisfactorily.

Performs related work as assigned.

### Additional Job Duties

#### Interpreter, Deaf And Hard Of Hearing 9 (Lead Worker)

Oversees the work activities of lower-level Interpreters, Deaf.

Coordinates work by scheduling assignments, planning, and coordinating work activities of Interpreters, Deaf in the work area.

Oversees work in progress and provides training and assistance to Interpreters, Deaf as necessary.

#### Interpreter, Deaf And Hard Of Hearing 9 (Senior Worker)

Interprets meetings, hearings, workshops, and other presentations regarding a variety of topics and including advanced vocabulary and theories.

Interprets in appropriate register for deaf persons with varying levels of communications skills including minimal language skills, deaf/blind persons, and professionals.

Provides information and presentations to individuals and groups regarding interpreting as a profession and to those interested in using interpreter services when not in the interpreter role.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of multicultural communications and linguistic needs of the deaf culture and the deaf community.

Knowledge of American Sign Language.

Knowledge of methods of working with deaf children and adults.

Knowledge of a variety of socioeconomic and cultural backgrounds and of emotional and/or developmental disabilities.

Knowledge of clinically accepted methods of restraining emotionally impaired or developmentally disabled clients.

Knowledge of instruction methods.

Ability to follow oral and written instructions.

Ability to understand and get along well with deaf and hearing persons.

Ability to fluently interpret communications between hearing persons and hearing impaired persons.

Ability to interpret at varied vocabulary, language, and educational levels.

Ability to interpret work-related information such as instructions on how a particular tool operates.

Ability to maintain compliance with Registry of Interpreters for the Deaf Code of Professional Conduct regarding clients, professionals, and employers.

Ability to restrain emotionally impaired or developmentally disabled clients.

Ability to interpret the terminology of instructional material meaningful to the deaf.

Ability to maintain records and prepare reports.

Ability to work well with professional staff.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to transliterate American Sign Language to English and English to American Sign Language for an audience of varying fluency levels.

#### Additional Knowledge, Skills, and Abilities

##### Interpreter, Deaf And Hard Of Hearing 9 (Lead Worker)

Ability to determine work priorities and assign work to employees.

Ability to organize and coordinate the work of the unit.

Ability to explain instructions and guidelines to others effectively.

Ability to train, guide, and evaluate the work of other Interpreters, Deaf.

#### Working Conditions

Some jobs require direct contact with patients and are located in a mental health facility or social services facility.

#### Physical Requirements

*None*

#### Education

Education typically acquired through completion of high school.

#### Experience

##### Interpreter, Deaf And Hard Of Hearing 7

One year of experience facilitating communication between deaf, deafblind, hard of hearing persons, and hearing persons.

##### Interpreter, Deaf And Hard Of Hearing E8

Two years of experience equivalent to an Interpreter, Deaf, including one year equivalent to an Interpreter, Deaf 7 facilitating communication between deaf, deafblind, hard of hearing persons, and hearing persons.

##### Interpreter, Deaf And Hard Of Hearing 9

Three years of experience equivalent to an Interpreter, Deaf, including one year equivalent to an Interpreter, Deaf E8 facilitating communication between deaf, deafblind, hard of hearing persons, and hearing persons.

## Special Requirements, Licenses, and Certifications

Interpreter, Deaf and Hard of Hearing 7:

Possession of a valid Michigan certification with at least a Michigan Board for Evaluation of Interpreters Test (BEI) II or higher and an Educational Interpreter Performance Assessment (EIPA) 3.5, and 4.0 when implemented, as identified by the State of Michigan Interpreters Minimum Standard Level credentials.

Interpreter, Deaf and Hard of Hearing E8:

Possession of a valid Michigan certification with an acceptable Standard Level 2 national certificate recognized by the Registry of Interpreters for the Deaf (RID) and/or at least a Michigan Board for Evaluation of Interpreters Test (BEI) II or higher and an Educational Interpreter Performance Assessment (EIPA) 4.0 as identified by the State of Michigan Interpreters Minimum Standard Level credentials.

Medical/mental health endorsement is required when working in situations that require it.

Interpreter, Deaf and Hard of Hearing 9:

Possession of a valid Michigan certification with an acceptable Standard Level 3 national certificate recognized by the Registry of Interpreters for the Deaf (RID) or a Michigan Board for Evaluation of Interpreters Test (BEI) III and an Educational Interpreter Performance Assessment (EIPA) 4.0 as identified by the State of Michigan Interpreters Minimum Standard Level credentials.

Medical/mental health, and legal endorsements are required.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

### Job Code

INTERPRET

### Job Code Description

INTERPRETER, DEAF AND HARD OF HEARING

### Position Title

Interpreter D Deaf-A

Interpreter B Deaf-E

Interpreter C Deaf-E

### Position Code

INTPRTDA

INTPRTBE

INTPRTCE

### Pay Schedule

E42-015

E42-018

E42-018

AP

07/19/2015