

Job Title: Interpreter (American Sign)
 Requisition Number: JO-1506-2722
 Grade: 13
 Salary Range: \$76,397.00 - \$98,429.00
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 6/24/2015 - 7/4/2015

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Interpreter (American Sign Language)

CS-1040-13

\$76,397 - \$98,429

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration, Vocational Rehabilitation Services Division. The Vocational Rehabilitation Services Division is responsible for directing the development, planning, administering and implementation of a comprehensive program to meet the needs of the clients. This includes the provisions of services to persons with physical, mental, behavioral and other impairments that promote their employability, economic self-sufficiency, independence, and inclusion and integrations into society.

The incumbent will be expected to perform interpretations simultaneously from the spoken word to signing for the deaf individual and from the signing to the spoken word for the hearing person. Incumbent interprets with equal facility in both languages, from spoken English or sign language. As a subject matter expert of a specialized language, serves as a sign language interpreter in a wide range of settings between deaf/hard of hearing employees and customers and hearing persons who are not familiar with manual communication.

This position performs interpretations simultaneously from the spoken word to signing for the deaf individual and from the signing to the spoken word for the hearing person. Incumbent interprets with equal facility in both languages, from spoken English or tactile sign language. Duties may also include written communication for employees and customers who are deaf, deaf-blind and hard of hearing who do not know sign language. Interprets for employees and customers who are deaf, deaf-blind and hard of hearing during intake interviews, counseling sessions, evaluations and in other settings involving supervisors, customers and other staff members.

Interpret for deaf/hard of hearing employees engaged in applicant interviews, career counseling, performance evaluations, and other discussions with supervisors or other staff members and occasionally in emergency situations related to health and safety. Interpret for deaf/hard of hearing employees engaged in highly specialized meetings, seminars or training programs that utilize technical terminology unique to specific fields including but not limited to information technology, computer science, accounting, finance, and legal. Level and diversity of interpreting requires the incumbent to keep abreast of current technological trends and government process systems and to conduct research on topics for which the interpreter needs to enhance familiarity.

Interpret for deaf/hard of hearing employees at formal and informal staff meetings, town hall meetings and other agency-wide meetings so that employees have an access to information and an equal opportunity for participation. Such situations require simultaneous, uninterrupted platform interpreting and typically involve high level agency staff and/or dignitaries as special guest speakers.

Serves as an expert in the area of deaf culture by assisting management to identify barriers and resolve difficult cultural, linguistic, and communicative problems between supervisors and deaf/hard of hearing employees in the workplace. Develop and implement sensitivity training of deaf culture and inclusion issues. Provide advice on the use of Sign Language interpreters, interpreting services and the process for requesting services.

Receives and places telephone calls utilizing a specialized telephonic device (TTY) for Deaf/hard of hearing employees. Interprets as necessary for voice telephone calls placed by Deaf/hard of hearing employees.

Perform other duties as assigned.

Qualifications

The key areas of competency are interpretation (English-American Sign Language and Contact Sign Language), ability to manage multiple tasks, ability to coordinate and schedule multiple assignments and requests, the ability to follow applicable agency and federal policies and regulations and to adhere to the Code of Ethics and professional guidelines put forth by the Registry of Interpreters for the Deaf, Inc.

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to facilitating communication between staff and customers. Examples: Interprets supervisor directions/communication and questions/responses primarily through American Sign Language (ASL).

Specialized experience may include, but is not limited to:

The normal full-time work week is 35-40 hours and the normal work year is 12 months. Part-time work is prorated in crediting experience. An applicant demonstrating 20 hours per week for a 12-month period would be credited with 6 months of experience. Part-Time or Unpaid Experience - Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

SKILLS ASSESSMENT WILL BE CONDUCTED DURING THE INTERVIEW.

Education

Minimum requirement: A high school diploma; education and work experience considered Certification through the National Registry of Interpreters for the Deaf is desirable.

Non-Union

This position is not in a collective bargaining unit

Work Experience

Experience using ASL and voice to sign; sign to voice interpretation and provides individualized instructional support and guidance during the school day to students with hearing impairments.

Licensures, Certifications and other requirements

Use of office automated systems including email, internet, calendar and word processing functions (MS Office Products).

Work Environment

Sign Language interpreting often requires long periods of concentration. It is both physically and mentally demanding. Incumbent may be required to stand for long periods of time while interpreting. This is considered to be above average in terms of physical demands for most positions in office settings. The incumbent must have a high degree of manual dexterity due to the physical nature of the work.

Work is typically performed in an office setting, meeting room, conference setting, or auditorium generally involving normal everyday low risks. Some environments include continual background noise from equipment and machinery or audio systems.