

**TITLE:** **BILINGUAL TRANSLATOR/CLERK (ENGLISH/KHMER)**

**QUALIFICATIONS:**

1. Demonstrated ability to speak, read and write Khmer and English fluently
2. Ability to make translations from English to Khmer and Khmer to English with speed and accuracy
3. Knowledge of office practices and procedures and operation of common office equipment including computer and word processing equipment
4. Proficiency as typist
5. Ability to work effectively with staff, students and public
6. Ability to follow oral and written directions
7. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide services which will contribute to effectiveness of bilingual/bicultural education program goals

**PERFORMANCE RESPONSIBILITIES:**

1. Under direction of department head and directors of various departments, translates a variety of documents including but not limited to instructional materials, office forms and printed materials distributed to public
2. Assists in typing, duplicating and filing of translated materials
3. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 14

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable