

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2263500**

**Translator, Grade 14 2263500**

Brief Description of Class

Translators translate verbal and written communication from one language to another (i.e., English to Spanish, Spanish to English). Incumbents must be able to communicate ideas using proper syntax and grammar; accurately and precisely edit materials; analyze and research abstract pertinent material; and may coordinate the translation of other languages with other State and local agencies.

Distinguishing Characteristics

*Translator.* proficiently translates verbal and written communication between English and another language; interprets ideas conveyed in verbal and written language; is proficient in and reflects the cultural context and nuances of the source and target languages of the languages involved in the translation or interpretation.

Related Classes

Interpreters (Sign Language) translate, communicate, and interpret verbal spoken language (i.e., English) into American Sign Language (ASL) and from ASL into a verbal spoken language.

Cultural Interpretation Specialists provide and coordinate language services, primarily interpretation and translation, to allow Limited English Proficiency (LEP) individuals statewide meaningful access to agency services, programs, and activities. These positions are classified only in the Office of Temporary and Disability Assistance (OTDA).

Illustrative Tasks

- Translates official, technical, medical, and legal documents, certificates, letters and other written material, and audio recordings into English or another language.

- Translates, edits, and proofreads rules, regulations, and policy brochures and manuals for use by patients, consumers, inmates, and employees.
- Translates correspondence, letters, notes, and conversations between patients, consumers, inmates, their families, and health care providers.
- Translate research documents, including surveys, questionnaires, interviews, and patient, consumer, inmate, and employee satisfaction surveys.
- May use translation skills to assist people filling out applications, forms, and other documents.
- May represent agency management in the administration of examinations in another language to patients, consumers, inmates, and employees, including the administration of foreign language proficiency examinations.
- May interpret for clinical staff conducting clinical evaluations to assist them in reaching diagnoses, treatment plans, and medication interventions.
- May interpret details of patient treatment, clinical staff instructions for treatment planning, medication administration, education, and discharge planning to patients, families, and caregivers. This may include translating and interpreting complex and confidential medical and mental health information.

### Minimum Qualifications

#### *Translator, Grade 14*

Open Competitive and Non-Competitive: Bachelor's degree in a language other than English; or a bachelor's degree in any field supplemented by 12 credit hours in a language other than English and one year of full-time experience translating from that language to English and from English to the other language.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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