

**California Department of Education
Job Announcement
Support Services Assistant,
Interpreter**

Please Circulate and Post

CSDR

Final Filing Date: Until Filled

Location: Riverside

Area: CTE-TPP

Tenure: Limited Term

Time Base: Intermittent (up to 1500 hours)

Salary:

Range A - \$19.34 - \$24.21 hourly

Range B - \$20.19 - \$25.26 hourly

Range C - \$22.07 - \$27.64 hourly

California School for the Deaf, Riverside
Nancy Hlibok Amann, Ph.D.,
Site Superintendent
3044 Horace Street
Riverside, CA 92506

General Duties

A Support Services Assistant (Interpreter), under direct supervision, facilitates communication between deaf and hard of hearing persons; serves as interpreter; accompanies staff members to places of business/school where services are otherwise unavailable; performs interpreting services individually or in group settings, including hearings, for an audience, at an assembly or meeting, or for students/ clients who are CSDR students or State employees; may perform other services unique to deaf and hard of hearing persons and other job-related services as required.

Abide by the Interpreter Code of Ethics as established by the Registry of Interpreters of the Deaf, Inc. or similar. Work as a team player with the other staff, find solutions to problems, and improve the quality of services from the department. Assist in the scheduling of interpreters and gathering of information for contracting outside interpreting services for CSDR students/ DOR clients.

May perform simple clerical tasks such as filing, light typing, handling of paperwork and form completion

Minimum Qualifications

Special Requirement: Proficiency in facilitating communication between deaf and hard of hearing and hearing persons individually and/or in large groups using American Sign Language and spoken language.

And

Experience: Equivalent to six months' experience providing interpreting services to deaf and hard of hearing persons. **Or**

Certificate: Possession of at least one valid certificate issued by the Registry of Interpreters for the Deaf.

Ability to

Relate well to individuals, representatives or other State agencies and communities; read and write English at a level required for successful job performance.

Special Personal Characteristics

Neatness, willingness to follow directions; sensitivity to the communication process between hearing impaired and hearing persons and the needs of the persons involved in that process; and ability to maintain confidentiality. Some positions may require driving. For those positions, possession of a valid California driver license will be required. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

Desirable Qualifications

Demonstrate the ability to work independently/cooperate as a team member; maintain a professional attitude and appearance. Possess sensitivity to the communication process between deaf and hard of hearing and hearing persons, maintain confidentiality. Practice regular attendance and punctuality. Possession of certificate by the Registry of Interpreters for the Deaf (RID), National Association of the Deaf (NAD) or American Consortium of Certificate Interpreters (ACCI).

Conditions of Employment

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation and Tuberculosis clearance. This position is designated as safety sensitive and is subject to reasonable suspicion drug and alcohol testing.

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and or Surplus eligibility or have list eligibility. SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified will be interviewed. This advertisement will be used for this and other vacancies that may occur during this posting and future Permanent and/or Limited Term vacancies that may occur. For information on how to obtain list eligibility, please visit the CalHR website at <http://www.jobs.ca.gov/>.

DEPARTMENT IS NOT REQUIRED TO CONTACT ALL CANDIDATES WITH LIST ELIGIBILITY; THEREFORE, CANDIDATES ARE ENCOURAGED TO SEARCH FOR VACANCIES THEY MAY BE ELGIBILE FOR AND APPLY.

How to Apply

Electronic applications submitted through your CalCareer account are highly recommended. Electronic applications must be received by 11:59 p.m. on the final filing date.

If you are unable to apply electronically through your CalCareer account, please hand deliver or mail a completed and signed STD. 678 and application package to:

California School for the Deaf, Riverside
Attention: Deanna Ybarbo, Associate Personnel Analyst
3044 Horace Street
Riverside, CA 92506
(951) 248-7700 ext. 1116 Voice

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.