

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Sign Language Interpreter**

**Class Code: 31056**  
**Pay Grade: GH**

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### **A. Purpose:**

Provides sign language interpreting services and related services for employees and clients served by the State of South Dakota.

### **B. Distinguishing Feature:**

The Interpreter provides sign language services and information, advocacy, recruitment, training, and technical assistance regarding communication accessibility for state government agencies.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Provides interpreter services for the state to ensure program-related information is communicated to all relevant parties.
  - a. Interprets during staff meetings, interviews, conferences, phone calls, and public or private meetings as scheduled or requested.
  - b. Provides information on how to utilize an interpreter as needed.
  - c. Adjusts interpreting style to meet needs and preferences of users.
  - d. Maintains a professional code of ethics when interpreting.
  - e. Provides interpreting in the community in emergency situations.
2. Provides training and technical assistance to agency staff regarding interpreters to ensure hearing-impaired consumers receive adequate services from appropriate personnel.
  - a. Trains agency staff on interpreter roles and functions.
  - b. Assists the agency with planning and implementing interpreter training, skill development, and evaluation.
  - c. Maintains and updates the state register of interpreters.
3. Provides technical assistance, information and referral, consultation, and training to service providers, interpreters, and consumers to ensure interpreting issues and needs are addressed.
  - a. Responds to all requests for interpreting information.
  - b. Conducts presentations to groups.
  - c. Compiles and disseminates printed materials regarding interpreting issues.
  - d. Informs all parties of interpreting policies and related procedures.
  - e. Provides in-service sign language training for the agency.
4. Monitors deaf services programs administered by the agency to ensure adequate and accurate services.
  - a. Evaluates and analyzes program reports.
  - b. Participates in on-sight reviews.
  - c. Investigates specific incident reports.
  - d. Prepares and submits a report of findings to the agency.

5. Performs other work as assigned.

**D. Reporting Relationships:**

Typically no subordinates report to this incumbent.

**E. Challenges and Problems:**

Challenges include facilitating total communication between hearing impaired and hearing individuals regardless of the content of the material or the functioning level of the hearing impaired consumer.

Problems facing the incumbent include different interpreting settings, positioning adjusting for interpreting, technical language, differing signing skills audience, and arranging evaluation sites.

**F. Decision-making Authority:**

Decisions include scheduling of interpreting assignments, content of technical assistance, signing method to utilize, and scheduling interpreter evaluations.

Decisions referred include final approval of date and site for evaluation, policy development and interpretation, and issuing interpreter certification.

**G. Contact with Others:**

Daily contact with other state agencies, departments, and hearing impaired to relay information; weekly contact with other interpreters to register interpreters; and monthly contact with agencies serving the hearing impaired to monitor program activities.

**H. Working Conditions:**

The incumbent works a typical office environment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- sign language and interpreting techniques and styles;
- the principles of the Code of Ethics as stated by the National Registry of Interpreters for the Deaf, related laws, and deaf culture.

Ability to:

- use adaptive communication equipment such as TDDs, speaker phones, and phone head sets;
- clarify communication problems between persons while remaining an objective non-participant in the actual communication exchange;
- develop presentations, classes, and workshops, and be able to employ techniques for all training activities;
- deal with individuals empathetically and tactfully.

**J. Licenses and Certification:**

Eligibility to obtain or possession of state/national interpreter certification, Level III through V depending on the position.