

INTERPRETER/TRANSLATOR (HOUSING AUTHORITY)

General Statement of Duties and Responsibilities

Under direct supervision, interprets and translates with clarity and accuracy from a foreign language into English and vice versa, orally and in writing, for the New York City Housing Authority (NYCHA). Converses and writes fluently in both English and the required foreign language. Utilizes automated office systems. Incumbents perform related work.

Examples of Typical Tasks

Prepares written translations of letters, notices and other communications, forms, leases, procedures and other documents for dissemination to NYCHA residents, applicants and the general public, as appropriate.

Reviews translated materials prepared by outside vendors or NYCHA staff, editing for clarity, accuracy of meaning, grammar and syntax.

Performs record keeping and clerical support duties for the assigned work.

Interprets in various proceedings and activities in housing settings, including for residents during meetings involving their tenancy.

Provides simultaneous and consecutive interpretation at scheduled meetings, forums and events throughout NYCHA sites utilizing interpreting equipment, where appropriate.

Provides over-the-phone interpreting or sight translations as needed. Ensures confidentiality of information.

Participates in the maintenance of standardized terminology and glossary databases.

INTERPRETER/TRANSLATOR (HOUSING AUTHORITY) (continued)

Examples of Typical Tasks (continued)

May be required to become sufficiently familiar with housing issues/procedures, to allow augmentation of literal interpretations/translations.

May transcribe/translate to and from digital, analog and/or other media as appropriate.

May translate content for websites, podcasts, and all forms of social media.

May be required to be on call for emergency interpreting and translating needs.

Qualification Requirements

1. Proficiency to interpret and translate from the required foreign language into English and vice versa, with clarity and accuracy, in a professional setting and one of the following:
 - A. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and two years of satisfactory full-time experience, in a professional setting, performing oral interpreting and written translating from the foreign language required for the position into English and vice versa; or
 - B. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in the required foreign language; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a four-year high school diploma approved by a State's department of education or a recognized accrediting organization and the ability to interpret and translate from the required foreign language into English and vice versa, with clarity and accuracy, in a professional setting.

INTERPRETER/TRANSLATOR (HOUSING AUTHORITY) (continued)

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.