

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

Open Competitive Exam #2224

**OPEN COMPETITIVE EXAMINATION FOR:
INTERPRETER FOR THE DEAF AND HARD OF HEARING**

SALARY: \$27.69 ~ \$36.70/hr. (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.

Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances for Maintainer I position dated August 21, 2017. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

SUMMARY OF CLASSIFICATION:

This class is accountable for serving as Interpreter for deaf and hard of hearing individuals for the District. This class assists teachers and/or other professional educators in the delivery of instructional and related support services to hearing impaired students through the use of Sign Language, and written and verbal material.

Guidelines for Usage: An Interpreter, under the direct supervision of the teacher and/or other certified professional educators, works as an effective member of an instructional team and individually interprets and/or translates verbal and written language through sign language.

EXAMPLES OF WORK: (Illustrative only) **ALL AREAS:** The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties;

Assists in promoting good relationships between deaf and hard of hearing students, hearing peers, staff, faculty members and parents; Assists the student in understanding and using sign language; Assists with the instruction of students in academic subjects; Collaborates with regular classroom teachers, teachers of hearing impaired and other service providers in order to prepare for interpreting services; Confers with special and general education practitioners about student schedules, instructional goals, progress and performance; Motivates students to work; Operates computers and uses technology and adaptive equipment that will enable students with special needs to participate in general education; Participates as part of the educational team to provide continuity of instruction for students as identified in their Individual Educational Plans (IEP) or as assigned by the Teacher for the Deaf and Hard of Hearing or other certified staff; Participates in transitional planning and vocational assessment of students; Prepares for daily lessons, school related activities and media by reviewing necessary information prior to interpretation; Prepares reports and correspondence as needed; Provides interpreting for school functions outside of classroom, during regularly scheduled school hours; Provides sign language interpreter services for deaf or hard of hearing students in all areas of the educational environment; Researches topics or subjects in order to accurately translate information; May attend Planning Placement Team (PPT) meetings as needed; Performs other related duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the forms of interpreting for the deaf and hard of hearing; Familiarity with National Registry of Interpreters for the Deaf (RID) Code of Professional Conduct; Some knowledge of resources available for the deaf and hard of hearing community; Interpersonal skills; Oral and written communication skills; Problem solving skills; Proficiency in Sign language and strong listening and memory skills; Research skills; Ability to assess sign language proficiency; Ability to collaborate with staff; Ability to follow directions and to carry out assignments; Ability to interpret and translate language at a normal conversational rate of speed; Ability to research topics or subjects in order to accurately translate information; Ability to schedule and prioritize workflow; Ability to use computer software and systems; Ability to work with individuals from diverse backgrounds.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING:

EDUCATION AND EXPERIENCE:

General Experience:

1. Incumbents in this class must possess and maintain a National Interpreting Certification and be a registered Interpreter with the State of Connecticut in accordance with Sec. 46a-33a of the Connecticut General Statutes. (see requirements below under "Licenses, Certs & other Requirements") *

Special Requirement:

1. In addition to the checking of references and of facts stated in the application, a criminal background investigation and DCF Registry check is required.
2. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license.
3. Incumbents in this class may be required to travel.

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LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

* No person shall provide interpreting services unless such person is registered with the Department of Rehabilitation Services according to the provisions of this section and:

1. has passed the National Registry of Interpreters for the Deaf written generalist test or the National Association of the Deaf National Registry of Interpreters for the Deaf certification knowledge examination, holds a level three certification provided by the National Association of the Deaf, documents the achievement of two continuing education units per year for a maximum of five years of training approved by the Commissioner of Rehabilitation Services, and on or before the fifth anniversary of having passed the National Registry of Interpreters for the Deaf written generalist test or the National Association of the Deaf-National Registry of Interpreters for the Deaf certification knowledge examination, has passed the National Registry of Interpreters for the Deaf performance examination or the National Association of the Deaf National Registry of Interpreters for the Deaf national interpreter certification examination,
2. has passed the National Registry of Interpreters for the Deaf written generalist test or the National Association of the Deaf-National Registry of Interpreters for the Deaf certification knowledge examination and is a graduate of an accredited interpreter training program and documents the achievement of two continuing education units per year for a maximum of five years of training approved by the commissioner, and on or before the fifth anniversary of having passed the National Registry of Interpreters for the Deaf written generalist test or the National Association of the Deaf-National Registry of Interpreters for the Deaf certification knowledge examination, has passed the National Registry of Interpreters for the Deaf performance examination or the National Association of the Deaf-National Registry of Interpreters for the Deaf national interpreter certification examination,
3. holds a level four or higher certification from the National Association of the Deaf,
4. holds certification by the National Registry of Interpreters for the Deaf,
5. for situations requiring an oral interpreter only, holds oral certification from the National Registry of Interpreters for the Deaf,
6. for situations requiring a cued speech transliterator only, holds certification from the National Training, Evaluation and Certification Unit and has passed the National Registry of Interpreters for the Deaf written generalist test,
7. holds a reverse skills certificate or is a certified deaf interpreter under the National Registry of Interpreters for the Deaf, or
8. holds a National Association of the Deaf-National Registry of Interpreters for the Deaf national interpreting certificate.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Must have close and long range clarity of vision with or without corrective lenses. Must have adequate auditory acuity. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to the job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
	N	O	F	C					
Working Conditions					Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Balancing		X			Color distinction		X		
Bending (forward)(backward)		X			Peripheral vision		X		
Climbing (stairs, ladders, etc.)		X			Driving		X		
Crawling	X				Visual Acuity (far)				X
Crouching		X			Visual Acuity (near)				X
Feeling			X		Physical strength:				
Grasping		X			Little physical effort (-10 lbs.)		X		
Hand/eye/foot coordination			X		Light work (-20 lbs.)		X		
Hearing				X	Medium work (20-50 lbs.)		X		
Kneeling		X			Heavy work (50-100 lbs.)	X			
Lifting above shoulders		X			Very heavy work (100+ lbs.)	X			
Lifting from below knees		X			Environmental conditions				
Operating heavy mech. equip.	X				Cold (50 degrees F or less)	X			
Physical intervention		X			Heat (90 degrees F or more)	X			
Pulling		X			Physical strength:				
Pushing		X			Confinement to small/restricting area	X			
Reaching (overhead)		X			Exposure to bodily fluids		X		
Repetitive motion (keyboarding)		X			Exposure to chemicals, solvents, etc.	X			
Restraining	X				Exposure to dampness		X		
Sitting			X		Exposure to extreme wetness	X			
Squatting		X			Exposure to gases and fumes	X			
Standing			X		Exposure to high humidity		X		
Stooping		X			Exposure to loud noises or vibration		X		
Talking			X		Exposure to mechanical hazards	X			
Transferring (wheelchairs, etc.)		X			Exposure to physical danger		X		
Twisting		X			Exposure to temperature extremes		X		
Walking			X		Exposure to unpleasant odors		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

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COPIES OF REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION.

REQUIRED: LICENSES AND CERTIFICATIONS

Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V

EEOP Utilization Report available upon request

7/19/2019 JP