

INCENTIVE JOB DESCRIPTION 11/18

POSITION: FLUENT SPANISH TRANSLATOR (No Limit)
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE/AMBULANCE

JOB OVERVIEW

The primary responsibility of Fluent Spanish Translator is to provide fluent Spanish translation in either verbal or both verbal and written form.

No time limit exists for the incentive providing translation requests are fulfilled.

INCENTIVE

The incentive for fluent Spanish Translator is \$0.10 per hour added to base pay for shift personnel (56 hour) and \$0.15 per hour added to base pay for administrative personnel (40 hour). The incentive for both fluent verbal and written translation will be \$0.21 per hour added to base pay for shift personnel (56 hour) and \$0.29 per hour added to base pay for administrative personnel (40 hour).

QUALIFICATIONS

Must be a Clovis Fire Department employee and capable of providing fluent translation of English to Spanish and Spanish to English in either verbal or verbal and written form.

DUTIES AND RESPONSIBILITIES

- Verbal Incentive
 - Have thorough knowledge of Spanish and English language.
 - Provide EMT's verbal translation to determine a conscious assessment, causation, preexisting conditions, vital signs and other necessary information as requested.
 - Provide the Incident Commander verbal translation assistance in locating trapped or injured people, causation, crowd control and other necessary information as requested.
 - Provide administration verbal translation as requested.

- Verbal and Written Incentive
 - Apply duties and responsibilities of the verbal incentive.
 - Provide written translation for narratives in reports, assistance in medical billing and other necessary written translations as requested by a Chief Officer.