

MEDIA SPECIALIST III - JOB DESCRIPTION

DEFINITION:

Under the general direction of the Media Services Department, performs complex, correct and responsible technical and non-technical duties as expected of specialist positions; answering phones, assisting Media Services in oral interpretation and written translation work from English into Spanish or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various District/Parent meetings, being familiar with District events, activities; and performs complex and responsible secretarial functions; prepares and disse

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QUALIFICATIONS:

Knowledge of: Spanish language common word meanings, sentence structure, grammar, syntax, and punctuation; language standards for legal and professional translation and interpretation; appropriate English and Spanish usage to proficiently read, write, speak and translate in both English and Spanish; procedures, methods, strategies, and techniques pertaining to the operation of a Director or Administrator's office; modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems; legal mandates, policies, regulations and procedures which govern the Director or Administrator's operational processes; effective and efficient communication techniques in both English and Spanish.

Ability to: effectively, efficiently and professionally perform oral interpretations and written translations in a second language (Spanish); demonstrate an understanding, patient, and receptive attitude toward limited and non-English speaking persons; communicate