



**ROWAN
COUNTY**

NORTH CAROLINA

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Job Opportunity Announcement

FOREIGN LANGUAGE INTERPRETER Job #344-1 Open Until Filled

Located in the heart of North Carolina's Piedmont, Rowan County is attractively and conveniently nestled between the state's largest city and its Capitol. Rowan County is made up of more than 20 departments and nearly 1,250 employees that are committed to providing a wealth of services to County residents and businesses.

The County is currently accepting applications for the position of **Foreign Language Interpreter**. This position provides interpreter and translator support for multiple program areas; receives telephone calls; schedules appointments; provides clients with appointment reminder phone calls; interprets information from health care provider to clients and from clients to health care provider; contacts other agencies or providers to schedule appointments for clients needing referral; translates written materials; interprets face to face, by telephone, and occasionally off-site; maintains required records and reports; and utilizes computer programs for a variety of functions.

Requires proficiency in verbal and written language skills, both in English and Spanish; ability to communicate effectively with individuals of various socioeconomic and educational backgrounds; and working knowledge of various computer software packages.

Minimum qualifications include high school diploma and one year of experience in interpretation and translation using health and medical terminology, and experience with Microsoft Word, Excel, and Office. One semester in medical interpretation and medical terminology and certification as an interpreter/translator for Spanish and English preferred; a Bachelor's Degree in Language Arts with a concentration in Spanish and English preferred. Degree/Coursework must be from an appropriately accredited institution.

Starting Salary \$32,700 - \$36,000 (commensurate with experience) and excellent benefits package available.

Apply online at www.rowancountync.gov/jobs. Individuals with disabilities may request application accommodations by calling HR at (704) 216-8101. The County administers pre-employment drug tests and criminal background checks for all positions. Some positions may require a physical exam, credit check, and/or a driving history check depending upon the position. Rowan County is an Equal Opportunity Employer.

