



American Sign Language Interpreter

Provides ASL interpretation for the Commissioner of the Mayor's Office for People with Disabilities. Duties include providing interpretation/transliteration during various meetings at MOPD and other department staff may attend, advisory and stakeholder meetings, and any other internal and public meetings. The ASL interpreter may also provide interpretation services for interviews, service providers, and vendors, and press conferences as needed. ASL interpretation and/or transliteration will be provided for in-person meetings along with virtual meetings via Video Remote Interpreting, and selected video platforms.

- Provides various services for the Commissioner by effectively interpreting spoken language and ASL, CASE, and via transliteration, with ability to interpret both receptively and expressively.
- Develops and maintains a good working relationship with the Commissioner in areas such as communication style, feedback, providing information and adhering to professional conduct, attire, and standards.
- Strictly adheres to confidentiality as required by the Registry of Interpreters for the Deaf (RID)/NAD (National Association of the Deaf) Code of Professional Conduct, and other ASL interpreter code of ethics standards, and City of Chicago Communications and employee policies and procedures.
- Works effectively in a team environment; receive support from and provide support to colleagues; and as needed, a contract interpreter will be secured, to work as part of a team for technical and longer meetings.
- Provides and prepares for interpretation services that involve complex and/or sensitive topics with minimal supervision including the following types of meetings: legal matters, high level meetings with various leaders, negotiating, vendor product or service offerings, and council hearings, and must have appropriate working knowledge and vocabulary to interpret in government setting.
- Maintain compliance with any national, state, or local licensure and/or certification requirements, and immediately report if any changes to the status may occur.
- Effectively represents the Commissioner, including in competence, effectiveness, appearance, and professionalism when interacting with residents, community leaders, City employees, elected officials, organizations supporting the City's mission
- Ensures any equipment or other arrangements are in place at locations where the Commissioner is in attendance or presenting.
- Assist with coordination and scheduling of additional interpreters as needed.
- Ability to work evening or weekends when needed.
- Complete additional and other duties as assigned.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.

Salary: \$73,512.00

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- High school diploma or G.E.D. required
- Bachelor's degree or equivalent preferred
- A minimum of five years working as a certified interpreter
- Experience interpreting in government settings preferred
- Must be proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Must have working familiarity with using virtual meeting platforms including Zoom, MS Teams, and others

Licensure, Certification, or Other Qualifications

- Must be licensed through the Illinois Deaf and Hard of Hearing Commission, as required by the Illinois Interpreter for the Deaf Licensure Act of 2007
- Advanced or Master level preferred
- Must possess National Interpreter Certification (NIC) through the Registry of Interpreters for the Deaf (RID) or equivalent.
- Adherence to NAD-RID Code of Professional Conduct

The **American Sign Language Interpreter** position is a **Shakman Exempt** position such that political reasons and factors may be considered for Employment actions involving this position.

Additional supporting information concerning employment with the City of Chicago may be found at: https://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/supp_info.html

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please email this information to Nina Campbell at Nina.Campbell@cityofchicago.org.

NOTE: A background investigation will be completed on the candidate selected for this position.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Department of Human Resources

Lori E. Lightfoot, Mayor

Christopher Owen, Commissioner

