

POSITION DESCRIPTION
Interpreter

POSITION SUMMARY/PURPOSE

This position provides simultaneous interpretation services for debates and proceedings in the House and committees of the Legislative Assembly within and/or outside the parliamentary precinct using both official languages.

DUTIES & RESPONSIBILITIES

1. Provides English/French, French/English simultaneous interpretation of debates and proceedings in the House and committees using both official languages. Travels with committees when interpretation services are required.
 2. Performs research and prepares documents using appropriate reference tools and research materials to ensure the delivery of quality interpretation services.
 3. Compiles and maintains terminology lexicons and performs other related tasks such as interpretation for special events and provides interpretation support to other staff.
 4. Provides translation services to other branches and provides support to the Legislative Assembly translation services as required. Provides French proofreading to Hansard editorial and indexing section as required.
 5. Maintain vocabularies and knowledge of current events through reading relevant periodicals, web research, viewing television broadcasts and listening to radio on a daily basis and in both languages.
 6. Performs other related activities as required. Keeps up-to-date on related skill development in order to use any new technologies or processes as required.
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JOB REQUIREMENTS

Training/Knowledge:

- Position requires knowledge of simultaneous interpretation techniques and protocols. Superior level of oral and written French and English with a wide vocabulary in each and an ability to adapt to specialized vocabulary situations. Requires university degree or equivalent experience in simultaneous interpretation.

- Requires knowledge of computer systems and software applications to research policies and issues and the relevant terminology as well as compile a lexicon and communicate with clients and sources of information.
- Requires knowledge of current events and political, social and economic issues (local, provincial, national and international).

Judgement:

Interprets speeches and debates according to accepted standards, practices and techniques of professional interpretation with particular emphasis on accurate rendering of meaning in a highly charged political environment.

Confidentiality:

May receive confidential documents, including before being made public i.e. lock up/press conference. Clear rules and procedures safeguard information.

Impact:

Poor delivery of service due to incorrect interpretation results in a negative impact on the listener, possible distortion of intended meaning of remarks, and/or misunderstanding of concepts, ideas, and facts. Any of these could lead to errors in responses, decision-making and/or tension between listeners speaking different languages.

Contacts:

Internal contacts with a range of individuals throughout the Assembly in providing information and/or advice on interpretation. Through act of interpreting, position has direct contact with MPPs, visitors to the Legislature and listeners to the television broadcast.

Supervision:

No supervisory responsibility.

Working Environment:

Simultaneous interpretation is performed 20-30 minutes at a time, without choice of movement in a confined space (booth). Requires breaks between booth turns. When interpreting, works with headset, microphone, TV monitor and documents.

Visual/mental/aural concentration is required on what is being said while analyzing it and simultaneously rendering with the correct syntax, grammar and vocabulary of the other official language.