Translator

University of California, Los Angeles
May, 1976

Class Specifications - B.15
Translator-Nontechnical - 6693
Translator-Technical - 6694

SERIES CONCEPT

Translators translate into English from one or more foreign languages, or translate from English into one or more foreign languages material dealing with both technical and non-technical subjects; and perform other related duties as required.

CLASS CONCEPTS

Translator-Nontechnical

Under general supervision, incumbents translate into English from another language, or translate from English into one or more foreign languages nontechnical, fiscal, or scientific articles dealing with relatively uncomplicated, nontechnical subjects; translate into English from another language materials that are routine or whose meanings are easily determined and understood; translate material for which only a general idea of the contents need be conveyed; prepare verbatim translations; prepare idiomatic translations of relatively simple, nontechnical material; and abstract or summarize material written in a foreign language for use on a specific project.

Incumbents are called upon to use native knowledge of one or more foreign languages, and subject-matter knowledge sufficient to translate materials for the layperson. Native knowledge means that the expression of thought is structurally, grammatically, and idiomatically correct, and uses the range of vocabulary common to persons who have received their educations through the high school level in a country of the language. Subject-matter knowledge can normally be gained through on-the-job reading and research without technical training.

Translator-Technical

Under general supervision, incumbents translate into English from another language technical or scientific articles, theses, books, etc.; translate from English into another language materials that require technical training for comprehension; study reference materials to determine the most accurate shades of vocabulary meanings; screen or extract technical material in a foreign language for use on a specific project; abstract or summarize materials written in foreign languages for use on a specific scientific or technical project; translate technical material from one foreign language into another foreign language; make difficult translations of poetry involving technical knowledge of alliteration, meter, onomatopoeia, etc.; and may review the work of other translators for accuracy, readability, content or style.

The class of Translator-Technical is distinguished from the class of Translator-Nontechnical in the degree of knowledge and facility required, not only in the foreign languages but also with the subject matter involved. To make an intelligible translation that reflects the original wording and meaning of technical material, a native knowledge of the language is required plus knowledge of the vocabulary peculiar to the subject matter area. The expressions, terms, and symbols used are not usually found in the normal information media and reference materials, such as dictionaries, glossaries, etc.
MINIMUM QUALIFICATIONS

**Translator-Nontechnical**

Graduation from high school or a General Education Diploma, a comprehensive knowledge of English, and a native knowledge of the required foreign language; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Translator-Technical**

Three years of college, with specialization in the required subject matter area and a native knowledge of the required foreign language; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.