

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Language Services Volunteer Unit Member

SUMMARY OF FUNCTIONS: The Language Services Volunteer position provides Sheriff's Office personnel with language translation services in the correctional and law enforcement environments and in some administrative capacities. The position requires some assigned standing shifts as well as being scheduled "on call" via pager or phone.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. The volunteer provides accurate, literal and timely translation of verbal, audio, and written communications occurring between Sheriff's Office personnel and non-English speaking individuals.	Frequent
2. The volunteer attends position assignment-related training and, when applicable, instructs Sheriff's Office personnel in the language services function, its availability, coordination and utilization capabilities.	Occasional
3. The volunteer completes written translation projects of some of the standard forms utilized in the day-to-day operations of the Sheriff's Office.	Occasional
4. Maintains an annual participation agreement by attending 50% of all meetings and trainings, in addition to a response rate of 50% to all calls-to-service.	Frequent

OTHER JOB FUNCTIONS

Perform other duties as requested.

QUALIFICATIONS

- Must be at least 18 years of age.
- Must possess a valid driver's license.
- Must demonstrate "adequate proficiency" (as determined by a sitting volunteer interview board) in the language in which they will provide translation services, e.g. Spanish, Korean, Russian, etc.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Must successfully pass a truth verification examination, fingerprint-based background investigation and online Criminal Justice Information training, prior to being accepted for volunteer service.
- Must be familiar/proficient with a computer to include Microsoft Word and Excel.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Language Services Volunteer Unit Liaison
Patrol Division Lieutenant

Supervises: None

WORKING CONDITIONS

Work is accomplished in the field (law enforcement ride-along or response to scene), in the correctional facility (assigned stationary shift e.g. communications, intake and release, etc), and in administrative offices and facilities. When possible and appropriate some translation may occur via tele-communications.