

POSITION CLASSIFICATION FLYSHEET FOR LANGUAGE CLERICAL SERIES, GS-1046

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SERIES DEFINITION

This series includes positions the duties of which are to supervise or perform translating and/or interpreting work from and into English where the level of language knowledges and skills required is sufficient only for mutual understanding of basic concepts, phrases, and words, or where the level is limited in breadth because of the routine, repetitive nature of the interpreting and translating assignments, and/or clerical duties are performed in conjunction with such translating or interpreting.

OCCUPATIONAL INFORMATION

The majority of positions in this series are located in organizations which handle a large number of claims, applications, and similar data pertaining to the entitlement of non-English speaking people. Therefore, the translating and interpreting duties are usually mixed with clerical duties. Clerical duties typically include typing, stenography, receiving and screening calls, receiving and routing incoming mail, maintaining records and files, and keeping production statistics on the number of translations and interpretations performed.

Some positions in this occupation involve translating and/or interpreting where the level of language proficiency required is sufficient only to assure mutual understanding of fundamental words, concepts and phrases. This type of translating or interpreting is referred to as verbatim, i.e., matching linguistic equivalents (word-for-word). Material translated includes letters, birth, death, baptismal and marriage certificates, and employment records, which are routine and non-technical in nature. Translations may be limited to names, places, dates, or to extracting the central thought in letters.

Interpreting done in this series is usually consecutive, i.e., listening to a statement in one language, and at the conclusion, translating it orally into another language. Material interpreted includes simple or repetitive questions and answers of applicants and claimants. The wording may be rough or imperfect, but the information is passed on in an understandable manner. In the above instances the language knowledges and skills applied in the work are less than those required for positions evaluated by the [Language Specialist Series, GS-1040](#), i.e., below Level 1-5 of Factor 1, Knowledge Required by the Position.

Other positions included in this series involve translating and/or interpreting work requiring, on an incidental or infrequent basis, language knowledges and skills at or above the level comparable to completion of a baccalaureate degree in the foreign language along with clerical duties. These positions require the application of language proficiency at or above that described for factor Level 1-5 of the [Language Specialist Series, GS-1040](#). Such positions are included in this series when the clerical tasks constitute the preponderance of duties.

EXCLUSIONS

The following kinds of positions are excluded from this series:

1. Positions the primary duties of which are to administer supervise, or perform translating and/or interpreting work requiring language knowledges and skills comparable to those achieved through completion of a baccalaureate degree in the foreign language. Such positions are classified in the [Language Specialist Series, GS-1040](#).
2. Positions concerned primarily with the direct communication of thoughts or written words in one language only, e.g., information personnel who give information in a foreign language directly to inquirers and are not interpreting for someone else; or clerical personnel who type material in a foreign language where there is no translation required. Such positions should be classified in the appropriate specialized series in the [Information and Arts Group, GS-1000](#), or the [General Administrative, Clerical and Office Services Group, GS-0300](#).
3. Positions involving interpreting for deaf or mute persons through the use of manual or gestural communication. These positions require knowledges and skills that are not described in this standard.

TITLES

The title Clerk-Translator is used for those positions through grade GS-5 which primarily perform translating as described above either alone or in conjunction with clerical work.

The title Clerk-Interpreter is used for those positions through grade GS-5 which primarily perform interpreting as described above either alone, or in conjunction with clerical work.

The title Language Clerk is used for those positions through grade GS-5 which involve both translating and interpreting either alone or in conjunction with clerical work.

The title Translating Assistant is used for those positions at grade GS-6 and above which involve the performance of translating in conjunction with clerical and/or assistant work.

The title Interpreting Assistant is used for those positions at grade GS-6 and above which involve the performance of interpreting in conjunction with clerical and/or assistant work.

The title Language Assistant is used for those positions at grade GS-6 and above which involve both translating and interpreting in conjunction with clerical and/or assistant work.

The prefix Supervisory should be added to the title of those positions involving supervisory duties and responsibilities which meet the definition of a supervisor as contained in the [General Schedule Supervisory Guide](#).

GRADING OF POSITIONS

Grade-level criteria have not been developed for this series because of the relatively small number of positions involved and the diversity of duties and responsibilities typical of this work.

As a general rule, classification standards used to evaluate these positions should be selected in accordance with instructions in the [Introduction to the Position Classification Standards](#).

Because of the diversity in duties, responsibilities, and qualifications required, users may also wish to consult the guidance on the classification of mixed-grade positions contained in the introductory material to the position classification standards.

To evaluate positions where the level of proficiency required is sufficient only for mutual understanding of basic phrases and words, or where proficiency is limited because of the routine, repetitive nature of the translating and/or interpreting assignments, users should refer to published standards for the appropriate specialized clerical/ assistant series or to the criteria contained in the [Grade Level Guide for Clerical and Assistance Work](#) (see also the flysheet material for the [Miscellaneous Clerk and Assistant Series, GS-0303](#)). Positions that exceed the GS-5 level of that Guide should be evaluated by reference to standards of the one-grade interval type that involve analogous knowledge and skills.

To evaluate positions which, in addition to clerical duties, involve translating and/or interpreting assignments requiring the application of language knowledge and skills at or above the level comparable to completion of a baccalaureate degree in the foreign language, users may refer to the classification standard for the [Language Specialist Series, GS-1040](#), along with published standards for related work as discussed above and by application, if appropriate, of the principles governing the classification of mixed-grade positions. (For information on classifying mixed-grade positions, see the [Introduction to the Position Classification Standards](#).)

Supervisory positions should be evaluated by reference to the [General Schedule Supervisory Guide](#).