

POSITION CLASSIFICATION STANDARD FOR LANGUAGE SPECIALIST SERIES, GS-1040

Table of Contents

| | |
|---|----|
| SERIES DEFINITION..... | 2 |
| EXCLUSIONS..... | 2 |
| TITLES..... | 2 |
| OCCUPATIONAL INFORMATION..... | 3 |
| GRADING OF POSITIONS..... | 6 |
| GRADE CONVERSION TABLE..... | 7 |
| FACTOR LEVEL DESCRIPTIONS..... | 7 |
| FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION..... | 7 |
| FACTOR 2, SUPERVISORY CONTROLS..... | 14 |
| FACTOR 3, GUIDELINES..... | 17 |
| FACTOR 4, COMPLEXITY..... | 18 |
| FACTOR 5, SCOPE AND EFFECT..... | 22 |
| FACTOR 6, PERSONAL CONTACTS..... | 23 |
| FACTOR 7, PURPOSE OF CONTACTS..... | 24 |
| FACTOR 8, PHYSICAL DEMANDS..... | 25 |
| FACTOR 9, WORK ENVIRONMENT..... | 25 |
| OPM BENCHMARK DESCRIPTIONS..... | 26 |
| TRANSLATOR, GS-1040-05, BMK # 1..... | 26 |
| TRANSLATOR, GS-1040-07, BMK # 1..... | 28 |
| LANGUAGE SPECIALIST, GS-1040-09, BMK # 1..... | 30 |
| TRANSLATOR, GS-1040-09, BMK # 2..... | 33 |
| TRANSLATOR, GS-1040-11, BMK # 1..... | 35 |
| TRANSLATOR, GS-1040-11, BMK # 2..... | 38 |
| TRANSLATOR, GS-1040-11, BMK # 3..... | 40 |
| TRANSLATOR, GS-1040-12, BMK # 1..... | 43 |
| TRANSLATOR, GS-1040-12, BMK # 2..... | 45 |
| INTERPRETER, GS-1040-13, BMK # 1..... | 47 |

SERIES DEFINITION

This series includes positions the primary duties of which are to administer, supervise, or perform work in rendering from a foreign language into English or from English into a foreign language the spoken or written word where the objective is accurate translations and/or interpretations.

EXCLUSIONS

Excluded from this series are positions:

1. Involving interpreting or translating which is incidental to the main purpose of the work and subordinate to such ultimate objectives of the subject positions as legal research, scientific research, or investigative work. Such positions typically have their career relationships in the subject matter field and are classified in the appropriate subject matter series.
2. That are 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 original writing in a foreign language where the writer is not translating another's work. Such positions should be classified in other Information and Arts Series in the GS-1000 group.
3. In which the foreign language knowledge and translating or interpreting skill required is below that of Level 1-5, Knowledge Required by the Position. Such positions should be classified in the [Language Clerical Series, GS-1046](#).
4. Involving translating or interpreting as an incidental duty to clerical work or in combination with clerical work where it is not the preponderant duty. Such positions should be classified in the [Language Clerical Series, GS-1046](#), or other appropriate subject matter series.
5. In which the foreign language knowledge is only supplemental to the paramount knowledge requirement of the subject matter or to the knowledge of librarianship. Such positions should be classified in the [Librarian Series, GS-1410](#), or [Technical Information Specialist Series, GS-1412](#).

TITLES

The title *Translator* is used for those positions in which translating the written word from or into the foreign language is the paramount requirement.

The title *Interpreter* is used for those positions in which interpreting the oral statements of others from or into the foreign language is the paramount requirement.

The title *Language Specialist* is used for positions which involve both translating and interpreting duties to a degree that neither is considered to represent the paramount requirement.

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](#).

OCCUPATIONAL INFORMATION

To facilitate the reading of this section of the standard, the term, language specialist, will refer to those persons performing either translating or interpreting duties, as well as those performing both duties unless otherwise indicated.

Translation is the general term for transferring written thoughts and ideas from one language into another. The two basic types of translation are generally referred to as verbatim and idiomatic. The verbatim type of translation involves matching linguistic equivalents (word-for-word) and is generally used when translating such limited specifics as names, dates, places, or simple phrases. The idiomatic translation, which is the more common of the two, involves identifying concepts in one language and rewording them in a second language so that the appropriate meaning is conveyed at a given point and time regardless of what this wording may mean in another context. The focus is on the ideas expressed and ignores attempts at finding linguistic equivalents.

The large majority of translations are done manually, although some machine translations are done. In these, the unedited foreign language texts are run through a computer which "translates" and transliterates words and phrases into English. This type of translation can be used with scientific and technical material where the output need only indicate the fundamental content of a document. The translator edits the machine output to revise syntax and grammar, to translate transliterated words and phrases, and to substitute technical terms when the machine glossaries fail to provide English terms which match the foreign terms used.

There are two basic types of interpretation employed in Government -- simultaneous and consecutive. In simultaneous interpretation, the interpreter interprets material at the same time it is being spoken. Actually, there may be a few seconds' interval between the spoken word and the interpretation, but for all practical purposes, the interpretation is being performed simultaneously with the spoken text. This technique is made possible by the use of electronic equipment which allows the transmission of the simultaneous speeches. Conference interpreters often work in a glass-enclosed booth from which they can see the speaker. They listen through earphones to what is being said, while interpreting into a microphone. Consecutive interpreting is the interpreting technique in which the interpreter listens to statements of varying length in one language, and at the conclusion of a statement, translates it orally into another language. Consecutive interpreting is more time-consuming than simultaneous because the speaker must wait for the interpretation before proceeding. In some instances, the interpreter writes ideographic symbols that serve as an aid in consecutive interpreting, as well as in preparing accurate memoranda of conversation.

Differences between translating and interpreting duties are chiefly related to the different circumstances under which translators and interpreters perform their work, i.e., the "read and written" compared with the "heard and spoken." Interpreters must grasp ideas spoken and heard only once. They must express these ideas in the other language instantly, accurately, and completely; in appropriate style; and with the intent of the original speaker. In simultaneous interpretation, this must be done while the original speaker is speaking; in consecutive, as soon as the speaker finishes a passage, which may be of any length. This means that the interpreter must have immediate recall and must make split second decisions about words and concepts with sole responsibility for them. The translator, on the other hand, must translate the written word accurately and in the same spirit and style as it appears in the original text. Translated documents may be subjected to close scrutiny immediately after they are translated, or many years thereafter, since a large number of them become part of the record. The work requires a great deal of research to insure accuracy of nuances, subject-matter detail, and to retain fluency. In general, however, both translator and interpreter positions require accuracy, fluency, subject-matter knowledge, and a breadth of language knowledge. The language specialist's work is complicated because (1) a phenomenon may exist in one language, but there may be no word-for-word equivalent for it in the other language, and (2) cultural differences that make ideas easily expressed in one language make them difficult to comprehend in the other language. In treating the content of a message, the language specialist must determine if the cultural flavor of a message should be retained or if it should be translated in the cultural setting of the intended audience.

The inherent difficulty of the subject matter is important because it often dictates the degree of knowledge and facility that language specialists must have not only with the language, but also with the subject matter involved. This element may also dictate the degree of research and learning ability that language specialists must possess in order to perform translations or interpretations of difficult subject matter. Subject matter may range in difficulty from translations of simple correspondence or interpretations of nontechnical instructions where only the general ideas of the contents need to be translated or interpreted, to very difficult technical, scientific, or other specialized material. The difficulty of the translation or interpretation ordinarily varies with the inherent difficulty of the original material. Only a broad guideline can be used to determine relative difficulty, that is, the kind and range of vocabulary language specialists must have, both in the original language and in the language(s) into which they translate or interpret, to make an intelligible translation or interpretation. For example, where a vocabulary required for translation is judged to be so peculiar to the subject that the expressions, terms, and symbols used are not usually found in the common information media and reference materials, such vocabulary may be considered to characterize very difficult subject matter.

The number of languages from or into which a language specialist is required to work involves many conditions that must be taken into consideration, such as the family relationship of languages. In many cases, languages in the same family are similar in structure, vocabulary, or phonetics. However, languages may be in the same family and be substantially different from each other. Where two languages require a completely different set of knowledge and skill, they have been placed in different groups of languages regardless of their family structure. The specific number of languages is not used to distinguish between different knowledge levels. However, the number of groups of languages with which the language specialist works on a

regular and recurring basis is used to distinguish between different knowledge levels of Factor 1. The following groups of languages are considered to reflect different sets of knowledge and are the languages most commonly used by language specialists in the Federal Government.

American Indian Languages

- Group A, Navajo
- Group B, Muskogean
- Group C, Iroquoian
- Group D, Siouan

Far Eastern Languages

- Group F, Chinese
- Group G, Japanese
- Group H, Vietnamese
- Group I, Korean

Indo-European Languages

- Group J, Swedish, Norwegian, Danish
- Group K, German, Yiddish, Dutch, Flemish, Afrikaans
- Group L, Greek
- Group M, Armenian, Albanian
- Group N, Spanish, Italian, Portuguese, French, Rumanian, Latin
- Group O, Ukrainian, White Russian, Great Russian, Czech,
Slovak, Polish, Serbo-Croatian, Slovenian, Bulgarian
- Group P, Latvian, Lithuanian
- Group Q, Hindu, Urdu
- Group R, Persian

Afro-Asiatic Languages

- Group S, Arabic, Hebrew, Amharic
- Group T, Swahili
- Group U, Hausa

Ural-Altaic Languages

- Group V, Finnish, Estonian, Lapp
- Group W, Hungarian
- Group X, Turkish

Austro-Tai Languages

- Group Y, Indonesian

Language specialists may be assigned other tasks that must be evaluated along with their translating or interpreting duties in order to properly grade their positions. Such duties range from processing forms, to giving advice on foreign affairs and customs. If more than one standard or guide is appropriate because of the mixture of the work performed, the grading criteria in each standard or guide should be reviewed, and the single set of criteria should be selected that produces the highest grade for the principal or paramount work of the position. For further discussion of selection of appropriate standards for mixed-series positions, see the [Introduction to the Position Classification Standards](#).

GRADING OF POSITIONS

Positions should be evaluated on a factor-by-factor basis, either by using one or more of the benchmark descriptions for the Language Specialist Series, or by use of the factor levels for the Language Specialist Series. The fact that a benchmark description is not provided for a specialization at a certain grade does not prevent placing a position in that specialization and grade.

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

Note: At the GS-5 level, positions in the Language Clerical Series, GS-1046, and the Language Specialist Series may be superficially similar and may be difficult to distinguish on the basis of individual duties performed. For example, trainee assignments for a translator provide on-the-job experience designed to rapidly develop the knowledge necessary to perform assignments of greater complexity, responsibility, and independence, making use of the skills and abilities the worker already possesses. On the other hand, similar assignments may be performed by a clerk-translator who is at or near a full performance level.

GRADE CONVERSION TABLE

| GS Grade | Point Range |
|----------|-------------|
| 5 | 855-1100 |
| 6 | 1105-1350 |
| 7 | 1355-1600 |
| 8 | 1605-1850 |
| 9 | 1855-2100 |
| 10 | 2105-2350 |
| 11 | 2355-2750 |
| 12 | 2755-3150 |
| 13 | 3155-3600 |
| 14 | 3605-4050 |
| 15 | 4055-up |

FACTOR LEVEL DESCRIPTIONS

These factor level descriptions show the application of the Primary Standard to the Language Specialist Series. They describe the levels of the various factors (and give the corresponding point values) typically found in the Language Specialist occupation.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of language and subject matter knowledge and translating and/or interpreting skills needed to perform language specialist assignments. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Language knowledge varies in depth from knowledge of vocabulary, grammar, syntax, and pronunciation necessary to convey facts and simple ideas, to a highly developed native knowledge of the language and culture necessary for accurately understanding complex facts and abstractions and clearly expressing them in another language. Language knowledge varies in breadth from knowledge of English and one or more languages in a language group to knowledge of English and one or more languages in two or more language groups. Translating and interpreting skill varies from the literal rendering of words, phrases, and sentences from one

language to another, to skill in instantly interpreting and/or translating concrete factual information and abstract ideas between two languages with such accuracy that the product can be used with confidence in making policy decisions, legal determinations, or the like.

Subject-matter knowledge varies from knowledge of common subjects in everyday conversation and the popular press, to broad knowledge of the vocabularies, concepts, principles, and theories of fields such as international law, physical science, medicine, technology, and politics. Separate levels for interpreter and translator are described below:

Level 1-5 -- 750 points

Trainee language specialist are typically found at this level. The following knowledge and skills are required:

Translations

- Knowledge of one or more foreign languages (equivalent to the knowledge that would be gained through completion of a baccalaureate degree language program in a country where the language studied is not the country's language).
- Knowledge of English (equivalent to that gained through completion of a baccalaureate degree in English where English is studied as a foreign language). Education completed through high school in an English-speaking country would provide at least this level of knowledge.
- At this level translators are developing translating skill through on-the-job training and/or classroom training to perform trainee assignments in scientific, technical, or other fields. In addition they translate relatively uncomplicated material into the foreign language and into English.
- Although translators are not required to have knowledge of specialized subject matter, they must gain an understanding of specialized vocabularies by performing literature research.

Illustrations:

Translators perform trainee assignments such as translating scientific, medical, legal, or other specialized material found in magazine articles, reports, and extracts from books. In addition, they translate correspondence, messages, and inquiries of a routine nature.

Interpretations

- Knowledge of the foreign language as shown above for translations to interpret routine conversations about such things as current and historical events, or repetitive questions and answers.

- Knowledge of English as shown above for translations to interpret into English using correct grammar, syntax, and pronunciation.
- At this level, interpreters are acquiring skill in interpreting as illustrated below to render information from one language to another.
- Skill in performing literature research as shown above for translations.

Illustrations:

Some interpreters at this level perform trainee assignments, receive on-the-job training, formal training, and/or participate in mock interpreting sessions. Others work at full performance to interpret routine questions and answers such as at interrogations where general information is exchanged; when passing on voting instructions to work groups voting for union representation, or when passing on instructions to aliens filing for citizenship. Still others are assigned to escort groups of foreign visitors under government exchange programs normally working under the guidance of experienced interpreters.

Level 1-6 -- 950 points

Translations

- Knowledge of one or more languages in a language group that has been supplemented by work experience that required linguistic skill.
- Knowledge of English such that the translator uses a wide range of vocabulary in addition to the correct grammar, punctuation, and spelling to produce a more precise translation.
- Skill in translating that has been supplemented by advanced training or work experience to read and understand the material in one language and mentally transfer the material into the second language. Skill in writing to compose a statement in the second language that is clear to the audience, and accurately reflects the intent of the original material.
- Knowledge of the subject matter dealt with which enables the translator to understand the terminology used and skill in performing research to become familiar with new subjects and terminology.

Illustrations:

Translators use their language knowledge and translation skill to translate scientific, medical, fiscal, technical, or other specialized material written for the layman. They translate more difficult material in those subjects in which they have received training. Material may be found in newspaper articles, correspondence on a particular subject, or in technical publications.

Interpretations

- Knowledge of one or more languages in a language group that has been supplemented by graduate education, advanced training in the language or by work experience that required linguistic skill.
- Knowledge of English that enables the interpreter to use a wide range of vocabulary to render interpretations that are grammatical and fluent.
- Skill in interpreting that has been supplemented by advanced training or work experience to hear the spoken word in one language and mentally transfer it to and compose it in the second language. Skill in speaking to deliver an oral statement in the second language that is clear to the audience and accurately reflects the meaning, tone, and intent of the speaker's statement. Interpreters use this skill to perform interpretations from and into the foreign language at conferences, seminars, trials, meetings, and on escort assignments.
- Knowledge of the subject matter or skill in performing literature research to become familiar with current events in the foreign country or with the subject matter at hand.

Illustrations:

Interpreters perform consecutive or simultaneous interpretations on a variety of subjects such as education, local government affairs, and local customs. Interpreters also interpret in a narrow specialty field, such as in nonroutine matters involving immigration laws and regulations. Simultaneous interpreters are assigned to conferences or seminars and teamed up with more experienced conference interpreters.

OR, FOR EITHER SPECIALIZATION:

- Knowledge of one or more languages in two or more language groups of the level described at Level 1-5, as well as the other knowledge and skills described at that level. Subject matter translated or interpreted is the same as that described at Level 1-5.

*Level 1-7 -- 1250 points**Translations*

- Knowledge of one or more languages in a language group to translate material involving difficult subject matter from and into the language.
- Knowledge of English sufficient to render translations with correct grammar, syntax, spelling, and use of a wide range of both technical and nontechnical vocabulary.

- Advanced skill in translating that has been gained through extended experience to render material in precise, accurate, idiomatic English of a level and in a style appropriate to the subject matter. Skill in writing as at Level 1-6.
- Knowledge of the subject matter and terminology to render translations that are correct in idiom and substance; to locate items of interest to agency personnel; and to make translated summaries of the material contained in them. Skill in performing literature research as at Level 1-6.
- Analytical skill to extract essential information from communications or research material in order to apply it readily to the solution of problems of semantics or substance.

Illustrations:

Translators use their translating skill to translate or review a wide variety of technical, legal, fiscal, scientific, or other material requiring specialized terminology and written for use by subject matter experts. The following subjects are examples of material translated; cosmic radiation, ballistics, laws, energy conservation, electronics, and computer science. In addition, translators may screen foreign language articles to find material to be translated and to prepare abstracts and extracts. They also perform oral translations in the above-mentioned subject areas. These translations involve reading the material and giving the requester an on-the-spot translation.

Interpretations

- Knowledge of one or more languages in a language group to interpret material involving difficult subject matter.
- Knowledge of English sufficient to render interpretations with correct grammar, idiom, and pronunciation, and use of a wide range of both technical and nontechnical vocabulary.
- Advanced skill in interpreting that has been gained through extended experience to understand and participate in any conversation, meeting, or conference with fluency and precision of vocabulary.
- Knowledge of the subject matter and/or terminology to interpret accurately and fluently. Interpreters possess broad knowledge of specialized vocabularies in one or more subject matter fields. Skill in performing literature research to become familiar with current events and with the topics to be discussed by the participants in the interpretation.

Illustrations:

Conference interpreters are customarily assigned to international conferences, meetings, or seminars involving subjects of moderate difficulty or -- in a few areas of the interpreter's specialization -- to specific scientific or technical fields, usually dealing with new methods,

developments and practices in that field. Typical areas are: new weapons, transportation systems, or scientific and technical methods for narcotics investigations or customs searches. The prevailing technique is simultaneous interpreting.

Some interpreters are customarily assigned to a variety of tasks requiring knowledge of consecutive interpreting. They are frequently assigned to escort and interpret for foreign visitors, individually or in groups, who come to the United States under government exchange programs. Typical visitors are educators, computer experts, medical specialists, journalists, or state legislators.

OR, FOR EITHER SPECIALIZATION

- Knowledge of one or more languages in two or more language groups of the level described at Level 1-6 as well as the other knowledge and skills described at that level. Subject matter translated or interpreted is the same as that described at Level 1-6.

Level 1-8 -- 1550 points

Translations

- Knowledge of English and one or more other languages to translate difficult material from and into the language. This requires mastery of an exceptionally wide range of vocabulary and of grammar, spelling, and syntax.
- Mastery of all aspects of the translating field.
- Knowledge of the subject matter well enough to be considered an expert translator in the subject matter field so that most technical questions from other language specialists concerning terminology or information on the particular subject can be answered. (Typically, expert knowledge is demonstrated by the fact that translations or reviews of translations of the level described at Level 1-7, are considered final and authoritative.) The translator must have skill in performing literature research on new subjects, as at Level 1-7.

Illustrations:

The translator translates documents involving political, economic, legal, scientific, and technical material into English and into the foreign language. This material includes laws, treaties, international trade, political issues, reports, and speeches. The translator may also review work of other translators performing difficult translations or compare English treaties and agreements with their foreign language version for conformity of meaning and intent. This comparison of treaties may occur in the final stages of negotiating sessions and the translator discusses with the principals any discrepancies discovered in the final reading of the treaty and suggests changes and alternative language to conform the texts involved. The translator performs screening, abstracting, and extracting assignments as at Level 1-7.

Interpretations

- Spoken command of English and one or more foreign languages to such a degree that the interpreter is a recognized expert in the organization. Mastery of vocabulary, grammar, syntax, idiom, colloquialism, culturally based expressions, and technical terms equivalent to that possessed by highly educated native speakers to interpret difficult material into these language.
- Mastery of the techniques of consecutive and simultaneous interpretation.
- In addition to the level described at 1-7, the interpreter possesses knowledge of the subject matter well enough to be considered an expert interpreter on the subject. The interpreter possesses knowledge of the major fields dealt with by the agency and of current policy objectives in those fields to answer most technical questions from other language specialists concerning terminology or information on the subject. Interpretations and advice given other interpreters concerning the subject matter are considered authoritative.
- Knowledge of applicable research methods to acquire rapid familiarity with highly sophisticated subjects.
- Skill in interpreting and speaking as at Level 1-7.
- Knowledge of and experience in the conduct of international conferences and negotiations and knowledge of protocol procedures.

Illustrations:

Interpreters use their skill in interpreting to perform formal consecutive interpretations and simultaneous interpretations in both directions at negotiations, conferences, and meetings in which policies and agreements are established and presented. The interpreters' grasp of the subject under discussion is so complete that there is no hesitation in comprehension or uncertainty in interpretation. They are aware of any customs, idiosyncrasies, or mannerisms of the various participants so that a breach of etiquette will not occur or an inadvertent remark or aside will not be construed as more than is actually meant.

OR, FOR EITHER SPECIALIZATION

The language specialist possesses knowledge of one or more languages in each of two or more language groups of the level described at Level 1-7 and, in addition, possesses the other knowledge and skills described at that level. Subject matter translated or interpreted is also of the level described at Level 1-7.

FACTOR 2, SUPERVISORY CONTROLS

Supervisory Controls covers the nature and extent of direct or indirect controls exercised by the supervisor, the language specialist's responsibility, and the review of completed work.

Level 2-1 -- 25 points

Translations

Translators receive material to be translated from the supervisor or a higher graded translator who goes over the work with them to determine the form, style, and type of translation and who refers them to background materials and reference works that might help; or the translators perform assignments according to precedent.

The work is performed under close guidance and direction of the supervisor or a higher-graded translator who is consulted on any problems with the work that are not covered by instructions.

All translations are reviewed closely for accuracy in language usage, appropriateness of terminology, style, and clarity. This level is typical of trainee translator positions. As an aid to translators, corrected translations are returned by the supervisor or team leader so that they can note errors and changes.

Interpretations

Interpreters receive assignments from the supervisor based on the type of assignment and the language required. The supervisor provides instructions on policy, basic requirements, protocol, and sources of information.

The work or training is performed under close guidance from the supervisor who is consulted on any problems with the work. The interpreter receives assistance from the supervisor or another interpreter on pertinent sources of information.

Because this level is typical of trainee interpreter positions, the supervisor very often sits in on interpretations to determine accuracy, smoothness and delivery. If the interpreter has made a gross error in interpreting, the supervisor passes a note so that it can be corrected.

Level 2-2 -- 125 points

Translations

Translators receive assignments from the supervisor or a higher-graded translator who provides general instructions on policies, deadlines, and basic requirements.

The translator uses sound judgment in translating similar types of documents and solves minor problems with these translations independently. The supervisor is available for advice and guidance on major difficulties or possible policy changes.

Full translations or translations that will have an impact outside of the organization are closely reviewed for style, tone, and language accuracy; simple summary or verbatim translations are given a more cursory review.

NOTE: Because of the nature of an interpreter's work, it is almost impossible for another interpreter to exercise complete technical supervision over the work. Unless the interpreter is a trainee, the deviations, problems and unfamiliar situations cannot be referred to the supervisor for help. Therefore, Level 2-2 has not been described for interpreters.

Level 2-3 -- 275 points

Translations

Translators receive work in various ways. They pick up work from a bin on the basis of the language(s) needed to translate the material; select material from foreign literature; or receive material from the supervisor and requestors with instructions on how to complete unusual assignments. In situations where the translator has selected material or received it directly from a requestor, the supervisor or higher-graded translator is notified that something pertinent has been found to translate.

The translator carries out the assignment in accordance with previous practice in the occupation or, in conjunction with the supervisor, determines the best way to proceed with the assignment.

Completed translations are reviewed to insure comprehensibility and accuracy of facts and factual situations.

Interpretations

The interpreter usually will receive instructions from the supervisor describing the objectives and general priorities attached to the assignment.

The interpreter does the necessary research and carries out the assignment independently, based on those instructions, on previous training, and on the interpreter's knowledge of basic policy objectives. As part of a team, however, the interpreter may be monitored by and receive some guidance from the senior member(s) of the team.

After completion of assignments, the technical and conceptual soundness of the performance and its adherence to basic policy objectives are evaluated, mainly through reports from the user and from participating senior interpreters or from spot-checks by the supervisor.

*Level 2-4 -- 450 points**Translations*

The supervisor provides overall guidance within agency policy limitations by defining the mission of the organization and the work requirements of the unit. The translator receives material to be translated as described at Level 2-3, but the supervisor does not assist in planning how translations will be completed.

The translator determines sources for research and consultation, handles problems with translations independently, and coordinates the work with others as necessary.

Work is reviewed from the standpoint of compliance with user's requirements; or on how production schedules are met.

Interpretations

Interpreters are given assignments with instructions as to correct protocol or they are referred to the requestor who tells them the nature and purpose of the assignment.

Interpreters have responsibility for obtaining background information and for carrying out interpretations independently. In addition, some interpreters work in teams. They are able to modify planned priorities and methods in consultations among themselves whenever the interpreting requirements change. They may even reassign themselves to different interpreting functions to accommodate new requirements, without prior consultation with the supervisor. The interpreters, as a team, will coordinate their planning and modifications with the user of the service and will resolve most problems on the spot.

Completed work is usually reviewed only to verify that it has met the requirements indicated by the user and the standard expected by the agency.

Level 2-5 -- 650 points

The supervisor's control is essentially limited to selecting the appropriate language specialist for the assignment at hand. In fact, language specialists at this level may be directly contacted by the user and will only obtain the supervisor's approval to proceed with the assignment.

Language specialists are often requested by name when the user feels that their particular expertise, or past experience with the same subject personalities, are vital to the success of an important mission.

Language specialists at this level receive no technical supervision what-so-ever. They must exercise completely independent initiative in handling administrative and logistic preparations, requesting personal briefings from principals, and selecting research procedures for the subject of the assignment, which often takes place overseas with no assistance from the home office.

The interpretation or translation is the final product and is considered technically authoritative.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guidelines for language specialists consist of dictionaries, newspapers, encyclopedias, subject matter references, and any other sources that aid them in the performance of assignments. To some degree, all language specialists use the same guidelines. The principal differences between the levels of this factor are the degree of applicability of the guidelines and the amount of judgment required to use them.

Guidelines should not be confused with the knowledge described under Factor 1, Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on the use of knowledge.

Level 3-1 -- 25 points

Translations

The translator is provided with detailed guidelines to accomplish the work.

These guides are directly applicable to the work and little judgment is required in choosing the correct word or phrase. Any deviations must be authorized by the supervisor.

Interpretations

Interpreters use the specific instructions of the supervisor and the requestor of their services as guidelines.

Little judgment is required because of the specificity of instructions and because the interpreter is trying to convey the general idea instead of the specific words spoken.

Level 3-2 -- 125 points

Translations

Translators follow oral instructions, specific guidelines, and/or precedent translations to guide them in their work. At this level, documents normally contain terms that are found in common references. References include dictionaries, card files, glossaries, language experts, and similar sources where the information is readily available.

Judgment is used in selecting the appropriate procedures and in choosing a word or phrase from a number of similar ones. Significant deviations from previous practice are referred to the supervisor or a higher-graded translator.

Interpretations

Interpreters perform their work according to precedent and specific instructions from the users of their services. Written material includes instructions on protocol and agency procedures.

They use judgment in determining the best interpretation of the spoken material and in deciding how literal the interpretation need be.

*Level 3-3 -- 275 points**Translations*

Translators use the instructions and guidelines as stated at Level 3-2, but these guidelines are less applicable to specific situations and require judgment in adapting them to these situations. At this level, translators frequently deal with material which includes vocabulary not found in common reference material which therefore has limited usefulness. They use technical encyclopedias, and previous publications and textbooks on the subject, not only to establish the correct terminology, but to gain an understanding of the subject matter itself so that the translation is idiomatic.

Translators develop files, technical glossaries, annotated reference documents, and other materials in order to aid them in their work. They use judgment in transposing ideas and concepts from one language to another, in determining sources of information to aid in a translation, in deciding how literal a translation should be, or in making a recommendation on the necessity of a translation.

Interpretations

Interpreters normally get background information from the office requesting the interpretation. This information normally includes the purpose of the interpretation, the subject involved, and the intended audience for the interpretation. In some situations, interpreters are not told in advance what is to be discussed nor given a copy of the text when the subject matter involved is of a difficult nature.

Interpreters use judgment in quickly deciding on the appropriate phrase; in intervening if they feel that the speakers do not understand each other, in asking their own question if it will help to elicit needed information, or in toning down a statement that was not intended to be rude.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, and processes in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

*Level 4-2 -- 75 points**Translations*

The work consists of duties such as performing trainee translating assignments in a few subject areas, answering simple questions concerning translations, and performing limited literature research.

Decisions must be made about such things as the appropriate choice of a word or phrase, the reference which will provide the information required, and the information on a document that should be included in a summary. Actions to be taken depend on such things as the type of document translated, the language translated from, and the form of the document, e.g., poorly photo-copied, poorly handwritten, or faded from age.

Interpretations

The work consists of consecutive interpreting of repetitive or routine material and performing limited background research.

Interpreters must make decisions on such things as whether to ask for a clarification or repetition of a statement when they do not understand the speaker and the best choice of words or phrases.

The degree of difficulty of the interpretation is based on the speaker's dialect, accent, and grammar; the setting; and the subject matter being discussed.

*Level 4-3 -- 150 points**Translations*

The work includes idiomatically translating a variety of nontechnical material including assignments requiring abstracting ability; translating material in a few specialized areas of limited range; summarizing lengthy documents; literature researching of subject areas; some oral translating; and answering questions pertaining to a translation or the translating unit

Decisions regarding what needs to be done depend upon the subject of the translation and its purpose, e.g., where to locate references. In many cases an awareness of who is going to be the end user of the documents determines the type of translation to be made and the translator must carefully analyze the simplicity or complexity of the language to be used based on the intended audience.

Actions to be taken differ as at Level 4-2, however, the work is relatively more difficult and must be analyzed closely in order to transpose the correct meaning from one language to another.

Interpretations

The work consists of consecutively interpreting a variety of nontechnical material and/or interpreting in a few specialized areas of limited range such as in a specialized legal field. Interpreters perform some research on the subject matter, and translate nontechnical material as required.

Decisions regarding what should be researched depend upon the subject to be discussed. The interpreter must decide when to explain a point or question a statement and when it would be inappropriate to do so.

The work requires different approaches as to the mode of the interpretation, style, and tone depending on the speaker's dialect, accent, or grammar; the language spoken; and the subject matter being discussed.

*Level 4-4 -- 225 points**Translations*

The work consists of translating or reviewing a variety of scientific, technical, or legal material in areas of particular interest, e.g., cosmic radiation, telecommunications, energy, which although broad areas in themselves, provide a limit to the variety of material to be translated. In addition, translators perform oral translations; research subject matter areas; and screen publications for material to be translated.

Decisions regarding what needs to be done differ depending on the subject matter and the linguistic problems involved in the translations, e.g., determining which meaning is correct when a document contains a sentence with a double meaning and determining what information is necessary to include in a summary.

The work requires making decisions as at Level 4-3, and, in addition, the work requires analyzing English subject matter references to gain a general understanding of the subject matter in order to correctly translate concepts, specialized terms, scientific notations, and abbreviations. The translator must be ready to switch from one subject to another, at times working different subjects concurrently.

Interpretations

The work consists of simultaneously and consecutively interpreting a variety of specialized subjects such as politics, and economics; literature researching of subject areas; and in some positions, writing memoranda of interpreting sessions and program reports.

Decisions regarding what needs to be done differ with the interpreting situation or the subject matter involved, e.g., the interpreter uses a high degree of originality to find ways of expressing ideas or images which are uncommon in or unknown to other cultures or languages.

The work requires intense concentration over long periods of time; understanding and memorizing complex images and concepts; recalling them and instantly finding suitable equivalents in another language; and analyzing statements made by others and self to assure that they are logically congruent, factually plausible, and in concert with known policies and objectives.

Level 4-5 -- 325 points

Translations

The work consists of translating and/or reviewing material in any number of broad scientific, technical, or political disciplines, e.g., chemistry, engineering, law, medicine, and physics, in addition to performing other duties as described at Level 4-4. Within these disciplines, the translator is required to translate on any field or subject in which a translation is requested.

In addition to the decisions made at Level 4-4, decisions regarding what needs to be done involve major areas of uncertainty in approach, interpretation, or evaluation because of the highly difficult nature of the subject matter translated. Problems in translating result because often, the material describes new or unique ideas or is in a rapidly changing technological field. Texts of subject matter often contain wording whose nuances must be differentiated in order to establish the correct meaning in a translation and to establish differences in meaning when compared to other translated material on the same subject.

The work requires reading and thoroughly understanding difficult material in the original language even before a translation can be attempted. Translators coin words or phrases to clearly explain new scientific terms or inventions. They construct phrases to describe words in one language that have no equivalent in the second language. The work requires determining alternatives based on operating conditions, e.g., shifting high priority work based on deadlines, deciding to summarize material which is for information only.

Interpretations

The work consists of interpreting statements in a variety of styles -- from informal to oratorical -- on an unlimited number of topics, for which the interpreter cannot always be specifically prepared. The assignments are characterized by the difficult and often highly sensitive nature of the material handled.

Decisions regarding interpretation involve major areas of uncertainty because assignments are frequently made in new or unique fields. Either one or both of the principals may bring up a subject on which the interpreter has not been briefed, and the interpreter must adjust and be able to communicate immediately, so as not to disrupt the flow of communication between the principals.

The work requires listening to a statement in one language, while simultaneously rendering what has been said previously into another language, while checking what has been heard against known government policies, while keeping an ear out for interjections from the floor or the

chairman. The interpreter must solve conceptual problems without recourse to references in a few seconds in consecutive interpreting, and in fractions of a second in simultaneous interpreting.

FACTOR 5, SCOPE AND EFFECT

Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth, of the assignment, and the effect of work products or services both within and outside the organization.

In General Schedule occupations, effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture allowing consistent evaluations. Only the effect of properly performed work is to be considered.

Level 5-2 -- 75 points

The work involves translating or interpreting where there are specific procedures involved and the work typically comprises a complete segment of a project of broader scope.

The translation or interpretation affects the accuracy, reliability, or acceptability of further processes or services. For example, a claim may be allowed or disallowed based on information in the translation or an alien may be deported or allowed to stay based on the information interpreted during a hearing.

Level 5-3 -- 150 points

The purpose of the work is to translate or interpret information requiring the treatment of conventional language problems by using established practices and principles of language specialists.

The translation or interpretation affects research conclusions or the social, physical, and economic well-being of persons. For example, the translation of scientific documents affects the adequacy of research conclusions of agency analysts; or translations of informational material into a foreign language serve as the basis for the public's awareness of eligibility and rights under the program.

Level 5-4 -- 225 points

The work involves translating or interpreting material of a highly sensitive nature. Interpreters who provide linguistic and cultural advice must analyze a variety of unusual problems in overcoming any cultural differences. The translator's work involves the analysis and resolution of problems in wording in such things as agreements, treaties, and foreign policy statements.

The work product or service affects a wide range of agency activities or the operation of other agencies. For example the interpreter's advice is used by other offices to determine correct protocol to be used with visiting chiefs of state or to make arrangements to accommodate for various cultural practices.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrated impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 and 7 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts which serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

NOTE: Interpreting without any verbal interaction with the speaker, e.g., interpreting from a booth, is not credited as personal contacts. However, contacts made for such purposes as making arrangements for the interpreting session or clarifying information while interpreting should be credited.

Level 6-1 -- 10 points

Personal contacts are with other language specialists, clerks, and other employees inside the immediate work unit.

Level 6-2 -- 25 points

Personal contacts are with requestors of language services outside of the immediate unit, but within the agency. These include contacts with requestors in field, district, or other operating offices of the agency. Other contacts at this level are with Federal or non-Federal organizations or with members of the public where the contacts are established on a routine basis. Included are claimants, administrative assistants to Congressional representatives, scientists, patent examiners, investigators, and social workers. These contacts normally occur at the language specialist's work site.

Level 6-3 -- 60 points

Personal contacts are with officials from outside the employing agency or the country where the contacts usually are not established on a routine basis. Such contacts include union officials,

attorneys, scientists, the news media, and employees in other organizations. The roles of the requestors of the language specialists' service are identified during the course of the contact.

Level 6-4 -- 110 points

Personal contacts are with high-ranking officials from outside the employing agency at national or international levels and are not established on a routine basis. Such contacts include Congressional representatives, diplomats, Federal judges, and heads of foreign government agencies. Contacts may occur in such settings as courtrooms and conferences where appointments are made well in advance. The language specialist may be uncertain of the roles and authority of the requestors and each contact may be conducted under different ground rules.

FACTOR 7, PURPOSE OF CONTACTS

In General Schedule occupations, purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts which serve as the basis for the level selected for this factor must be the same as the contacts which are the basis for the level selected for Factor 6.

Level 7-1 -- 20 points

The purpose of the contacts is to obtain, clarify, or give facts or information directly related to the work. Language specialists contact sources to gain background information on the translation or interpretation, to answer questions concerning the meaning of a translation, or to perform interpretations or oral translations.

Level 7-2 -- 50 points

The purpose of the contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems. Translators and requestors coordinate on whether the material should be translated, how it should be translated, and the type of translation. The purpose is to resolve problems on priorities and deadlines for completion of the translation or to provide linguistic advice. Interpreters provide advice on the culture and customs in various countries and advise on linguistic problems.

Level 7-3 -- 120 points

The purpose of the contacts is to influence, motivate, or control persons or groups when the people contacted are fearful, skeptical, uncooperative, or dangerous. For example, the language specialist puts aliens at ease and gains their confidence so that they will answer the questions of the interrogator or the judge.

FACTOR 8, PHYSICAL DEMANDS

The "Physical Demands" factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing.

Level 8-1 -- 5 points

At this level translators and interpreters usually may sit comfortably to perform their duties. However, there may be some walking, standing, and carrying of light objects such as reference books and papers.

Level 8-2 -- 20 points

The work requires standing for long periods of time, e.g., the interpreter is required to stand for two to three hours at hearings.

FACTOR 9, WORK ENVIRONMENT

The "Work Environment" factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

Level 9-1 -- 5 points

The work environment involves normal, everyday risks or discomforts typical of such places as offices, conference rooms, and interpreting booths.

OPM BENCHMARK DESCRIPTIONS

TRANSLATOR, GS-1040-05, BMK # 1

Duties

Serves as a trainee translator to translate into English material pertaining to the entitlement and prosecution of claims for benefits and eligibility to benefits from Russian, Polish, and Ukrainian. Receives on-the-job training designed to provide familiarization with the functions and operations of the organization and to provide experience in the translation of the above-mentioned languages.

- Translates material (such as birth and baptismal certificates, family bible records, employment records, marriage certificates, and death certificates) in summary form, extracting the information which is considered pertinent to the entitlement of a claim and converting dates in various calendars into the English equivalent.
- Translates uncomplicated letters concerning questions on benefits or entitlement to benefits.
- Occasionally translates simple material pertaining to the development of a claim or notice of the decision made with reference to a claim into Russian, Polish, or Ukrainian.
- Answers inquiries of technical personnel with reference to translations.

Factor 1, Knowledge Required by the Position -- Level 1-5 -- 750 points

- Knowledge of Russian, Polish, and Ukrainian (equivalent to that gained through a baccalaureate degree in these languages in a country where these languages are not the native language) to translate routine and/or repetitive material such as birth, death and marriage certificates and employment records.
- Knowledge of English equivalent to that gained through a baccalaureate degree in English in a non-English speaking country to phrase uncomplicated letters in grammatical English.
- Ability to acquire subject matter knowledge of claims and the agency function sufficient to determine what material is pertinent to the entitlement of a claim and should be translated.

Factor 2, Supervisory Controls -- Level 2-1 -- 25 points

The supervisor, who assigns work based on the language needed and the difficulty of the material, provides direction on the form and style of the translation and calls attention to deadlines.

The translator gets help in translating from a senior translator, who has knowledge of the language, on any problems involved and consults the supervisor when uncertain of what information should be translated from a claim.

The supervisor reviews all translations to insure understanding.

Factor 3, Guidelines -- Level 3-1 -- 25 points

In locating unknown terms, the translator uses medical, legal, and general dictionaries where the information can be readily found. The translator uses the translation request form to determine what should be translated. The style and format of the claims documents are also used as guides to the form of the finished translation.

Little judgment is used in selecting the appropriate word or phrase from a number of similar ones, or in determining which portions of a document are pertinent for translation.

Factor 4, Complexity -- Level 4-2 -- 75 points

The work consists of translating certificates, bible records, employment records, and uncomplicated letters and answering inquiries on the meaning of words or information contained in a claim.

The translator readily locates the word or phrase needed from foreign language reference materials and keeps abreast of changes in boundaries of countries, slang, and colloquialisms by reading foreign newspapers.

Variations in the work stem from the type of document translated, the language translated from, and the form of the document, e.g., photocopied or illegibly handwritten.

Factor 5, Scope and Effect -- Level 5-2 -- 75 points

The work involves translating material for the use of attorneys, medical personnel, and claims examiners.

The translations affect the decisions of these employees in the processing of claims for benefits.

Factor 6, Personal Contacts -- Level 6-2 -- 25 points

Personal contacts are with employees in the translation section as well as with attorneys, medical personnel, claimants, and other employees outside of the section, but within the agency.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 points

The purpose of the contacts is to provide oral translations or to answer other questions pertaining to a translation.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The translator sits comfortably to perform the work. However, there may be some walking, standing, and bending required in order to perform literature research.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS -- 1005

TRANSLATOR, GS-1040-07, BMK # 1

Duties

Translates material principally nontechnical, but sometimes technical in nature, conducts literature research and assists in developing glossaries from Italian, French, Spanish, and Portuguese.

- Produces full, idiomatic translations of material such as official correspondence and messages on naval subjects between U.S. Government officials and those of other governments and minutes of international naval conferences.
- Conducts sufficient literature research to become familiar with terminology, style, background information, and sources of terminological references.
- Assists in developing glossaries which make available to other translators the English equivalents for new terms established through research.

Factor 1, Knowledge Required by the Position -- Level 1-6 -- 950 points

- Knowledge of Italian, French, Spanish, and Portuguese, that has been supplemented by experience, graduate education, or advanced training in these languages to translate nontechnical material such as correspondence and messages.
- Knowledge of English to produce idiomatic translations using the correct grammar, syntax and spelling.
- Skill in translating to read and understand the material in one language and mentally transfer the material into the second language. Skill in writing to compose a statement

that is clear to the audience, and accurately reflects the intent and meaning of the original material.

- Knowledge of the subject matter and mission of the organization to produce accurate translations and skill in performing literature research to become familiar with the terminology used.

Factor 2, Supervisory Controls -- Level 2-1 -- 25 points

The translator receives material to be translated from the supervisor or a higher graded translator who gives any necessary guidance on obscure information sources.

The translator has little responsibility for decisions and recommendations other than that involved in determining the appropriate meaning of terms.

The translations are reviewed closely and completely by higher-graded translators for accuracy in language usage, style, tone, clarity, and compliance with the requirements of the translating operation. The supervisor notes changes and gives the translator the reasons for such changes.

Factor 3, Guidelines -- Level 3-2 -- 125 points

There are no written instructions for performing the work, however the translator receives oral instructions from the supervisor or a higher-graded translator. To find correct terms, the translator uses dictionaries, scientific encyclopedias, files on the subject matter, and card files.

Judgment is required in determining the best choice of words for a particular translation.

Factor 4, Complexity -- Level 4-3 -- 150 points

The work consists of producing full, idiomatic translations of nontechnical material; making summaries of abstracts of translation requests; limited screening; oral translation assignments; and some literature researching.

Factors to be considered differ with the subject and style of the translation.

Variations stem from the language required and the specific assignment involved.

Factor 5, Scope and Effect -- Level 5-2 -- 75 points

The purpose of the work is to translate material from one language to another for the use of personnel in the agency.

The work affects the accuracy, reliability, and acceptability of further processes.

Factor 6, Personal Contacts -- Level 6-2 -- 25 points

Personal contacts are with the requestors of translations, subject matter experts, personnel from other naval operations, and other translators.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 points

The purpose of the contacts is to clarify instructions, obtain background information, and resolve terminology problems.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The translator sits comfortably to do the work.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS -- 1380

LANGUAGE SPECIALIST, GS-1040-09, BMK # 1

The language specialist translates and interprets for investigative cases conducted in the District Office and at immigration hearings. The cases involve subversive, criminal, narcotic, and fraudulent activities, political asylum and general investigations of illegal aliens or aliens lawfully entered who subsequently violate the immigration and nationality laws. Cases also involve the eligibility of alien applicants for benefits under the immigration and nationality laws.

Duties

- Performs consecutive interpretations of judicial proceedings from and into Spanish, Italian, and Portuguese for immigration judges and aliens at inquiry hearings or for Federal court judges and aliens at prosecution hearings and arraignments.
- Interprets for investigators and immigration officers in all types of cases in which the agency takes action.
- Interprets for persons seeking citizenship or residence, or who are being questioned by naturalization or immigration examiners.
- Reviews newspapers and other publications and material printed in the language specified, making summary translations of items of interest to the service, such as recording names, titles, and activities of various community associations and names of officers and prominent members.
- Orally translates material at hearings and trials, such as evidence, foreign laws, medical findings, and indictments.

Factor 1, Knowledge Required by the Position -- Level 1-6 -- 950 points

- Knowledge of Spanish, Italian, and Portuguese that has been supplemented by graduate education, advanced training in the language, or by work experience that required linguistic skill. Knowledge of the different dialects of the above languages to understand the different speakers.
- Knowledge of English to use a wide range of both technical and nontechnical vocabulary to produce idiomatic and grammatically correct translations.
- Skill in interpreting that has been supplemented by advanced training or work experience to hear the spoken word and instantaneously render the statement from and into Spanish, Italian, and Portuguese. Skill in translating to correctly convey the tone and style of the author in idiomatic translations.
- Knowledge of technical and legal terminology pertaining to agency matters to understand and interpret statements made by judges and attorneys.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The supervisor assigns interpreting and translating duties based on the language required and the difficulty of the assignment. No instructions are given for interpreting assignments; but the supervisor provides instructions on the type of translation required.

The language specialist performs interpreting work independently. For translations the supervisor is available for assistance and counsel in reading, discussing, and translating difficult material.

The language specialist's interpreting assignments are evaluated on the basis of user's satisfaction. Simple translations usually go directly to the requestor, but more difficult translations may be spot-checked by the supervisor for compliance with instructions, completeness, and logical construction.

Factor 3, Guidelines -- Level 3-3 -- 275 points

Guidelines which are not completely applicable, include technical dictionaries, lexicons, newspapers, and libraries.

Judgment is required in selecting the best of alternative words or phrases, in determining if the alien has understood a question, and in rephrasing questions and statements so that they are understood.

Factor 4, Complexity -- Level 4-3 -- 150 points

The work consists of interpreting at hearings, arraignments, examinations, interviews, and interrogations; translating material such as documents of civil status, minutes of trials, and medical reports; and performing literature research.

Factors to be considered differ with the subject or purpose of the translation or interpretation e.g., determining whether a statement made during an interrogation needs to be toned down or interpreted in less than legal terms. In order to technically confuse the issue, the language specialist may be challenged as to the accuracy of an interpretation by a lawyer who speaks the other language.

The work requires literature research of the subject matter and requires a retentive memory to reproduce long statements made by the speakers.

Factor 5, Scope and Effect -- Level 5-2 -- 75 points

The work involves translating and interpreting and typically comprises a complete segment of an assignment of broader scope.

The translation or interpretation can affect the accuracy of further decisions, for example, based on the information provided by the interpreter during a hearing, a decision can be made to deport an alien or allow him to stay.

Factor 6, Personal Contacts -- Level 6-2 -- 25 points

Contacts are with immigration judges and judges in Federal courts, aliens, investigators, inspectors, examiners, and other employees in the agency. Contacts with Federal judges are not established on a regular basis.

NOTE: Although contacts with Federal judges are normally credited at a higher point level, the primary standard requires that the personal contacts which serve as a basis for the level selected for Factor 7 must be used as the basis for selecting Factor 6.

Factor 7, Purpose of Contacts -- Level 7-3 -- 120 points

The purpose of contacts is to obtain or give facts directly related to the work and to influence or motivate persons who may be fearful, or uncooperative. The language specialist puts aliens at ease, gains their confidence, and interprets at their level of reasoning and understanding.

Factor 8, Physical Demands -- Level 8-2 -- 20 points

The language specialist is required to stand for two or three hours at hearings where people are being tried simultaneously.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting, courtrooms, and other settings involving normal, everyday risks.

TOTAL POINTS -- 2070

TRANSLATOR, GS-1040-09, BMK # 2

Duties

Translates from Spanish, French, and Italian, material of a technical or nonrepetitive nature pertaining to the entitlement and prosecution of claims for benefits, performs similar translation for other components of the agency.

- Translates material such as affidavits; divorce decrees; proofs of contributions, adoption, or disability (medical reports); deeds; and bills of sale.
- Idiomatically translates sales contracts, agreements, court proceedings, laws, letters, and other material relating to technical issues such as coverage of wage questions, or transfer of business.
- Provides translations of articles appearing in foreign language publications and prepares reverse translations of agency forms and informational matters as required.
- Provides translations of foreign social insurance laws and systems in addition to providing opinions relative to the "educational institution status of foreign schools.
- Certifies whether the document appears to be genuine and unaltered and includes a description of any irregularities in the document.
- Assists in the preparation of glossaries and other linguistic aids for view by agency components to assist them in carrying out their functions.
- Occasionally interprets for foreign dignitaries or technical personnel on tours of the agency's operations or at meetings concerning aspects of the agency's programs.

Factor 1, Knowledge Required by the Position -- Level 1-6 -- 950 points

- Knowledge of Spanish, French, and Italian which provides the translator with a wide range of nonstandard terminology.
- Knowledge of English to produce translations that are grammatically correct and which use a wide range of both technical and nontechnical vocabulary.

- Skill in translating that has been gained through experience to translate recurring medical, legal, or technical material used for processing claims.
- Knowledge of such subjects as foreign civil judicial procedures, benefit entitlements, and educational structures of relevant foreign countries to render accurate translations.
- Knowledge of foreign insurance laws and foreign civil service procedures relative to the issuance of documents to aid in detecting altered documents and to determine pertinent information needed for a summary translation.
- Skill in researching in unfamiliar areas to reflect correct idiomatic phrasing and terminology.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The translation work comes in through a control unit where the translator picks up the documents based on the language required. The translator receives no instructions from the supervisor when the assignment is picked up.

The translator performs translation work independently and resolves most problems that arise with the translation.

Completed translations go directly to the user of the material who reviews them to insure understanding.

Factor 3, Guidelines -- Level 3-3 -- 275 points

The language specialist uses instructions on the translation request form to determine how to translate material. Other guidelines include medical and legal dictionaries, reference books, and newspapers, which are not completely applicable to the work.

The translator must exercise initiative in contacting subject matter experts and foreign consular offices for the purpose of determining the meaning of specific legal or medical symbols which cannot be found in available reference materials.

Factor 4, Complexity -- Level 4-3 -- 150 points

The work consists of idiomatically translating a variety of repetitive material in a few specialized areas such as legal documents, medical reports, and bills of sale and correspondence, either in full or summary form; literature research of the subject matter; and occasional interpreting.

Decisions regarding what needs to be done differ with the origin and subject of the translation.

Actions to be taken include determining the meaning of nonstandard abbreviations used by doctors in writing medical reports, distinguishing between legal terminology used in different

countries for the same language, and selecting the necessary information from documents based on knowledge of claims procedures.

Factor 5, Scope and Effect -- Level 5-3 -- 150 points

The purpose of the work is to translate material from one language to another requiring the treatment of conventional problems and situations using established translating practices and principles.

The translation affects the social, physical, and economic well-being of the users. For example, the translation of informational pamphlets on a social insurance program into Spanish enables beneficiaries to determine what benefits are available and when and how to apply for the benefits.

Factor 6, Personal Contacts -- Level 6-2 -- 25 points

Personal contacts are with employees inside the translation unit, with the users of the translations, by telephone with claimants in different countries, and occasionally with dignitaries and technical personnel from other countries, where the role of each person is clearly defined.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 points

The purpose of the contacts is to discuss the translation or the material contained in the document to be translated and to perform interpreting assignments.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The translator sits comfortably or stands for short periods of time to perform the work.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS – 2030

TRANSLATOR, GS-1040-11, BMK # 1

Duties

Provides quality control of the products of machine-processed Russian-English translations and provides manual and oral translations in Russian and French in such fields as military science, chemistry, nuclear science, and metallurgy.

- Performs post-editing of machine translations by:
 - . comparing them with the foreign documents and translating transliterated words into English using terms appropriate for the scientific or technical field involved;
 - . selecting the most appropriate term when the computer offers a choice of words for translation of a single Russian term. If none of the machine choices are applicable, selects and inserts a new term;
 - . revising the syntax and grammar of the machine output to insure readability;
 - . submitting to the lexicographer words and terms that should be included in the machine lexicon or that should be provided with different meanings.
- Manually translates books, periodicals, studies, and abstracts in the designated scientific subject areas.
- Performs linguistic and subject area research to keep abreast of constant changes in the scientific, technical, and research and development vocabularies of various languages.
- Evaluates translations which have been produced by commercial contractors for technical accuracy, grammar, and idiomatic use. Provides initial critique for determining acceptance or rejection of contracted work.

Factor 1, Knowledge Required by the Position -- Level 1-8 -- 1550 points

- Knowledge of Russian and French (two language groups which provides the translator with a wide range of nonstandard terminology).
- Knowledge of English to produce idiomatic manual translations using correct grammar and spelling and using a wide range of both technical and nontechnical vocabulary.
- Advanced skill in translating, writing, and editing to read and understand the above described material in Russian and French and transfer the message into English so that it accurately reflects the meaning of the original material.
- Knowledge of the subject matter terminology to translate material without frequent reference to background material. Skill in performing literature research to find unknown words and to locate material in new or unfamiliar subjects.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The translator is provided with translation assignments in three ways: (1) the supervisor or group leader assigns the material; (2) the work comes directly from the analysts; and (3) the translator selects work from a central repository.

The translator works independently with minimum supervision.

Work is occasionally reviewed for literary quality, but a detailed review may be made depending on the specific circumstances.

Factor 3, Guidelines -- Level 3-3 -- 275 points

The translator uses request forms from the analysts and standing operating procedures to decide how the material should be translated. Material translated includes new or unique vocabulary so common references are not completely applicable. Technical guides include manuals, appropriate specialized reference material, and consultations with other translators and subject matter experts.

The translator uses judgment in editing machine translations, in independently researching technical libraries, in determining the equivalent of words and phrases, and in advising on whether material should be translated.

Factor 4, Complexity -- Level 4-4 -- 225 points

The work consists of editing machine translations and manually translating technical material in assigned subject areas; performing linguistic and subject area research; and assisting in the development of guides for performing the work. The translator must note machine errors by type of error so that correct or additional equivalents for words can be included in the machine's program.

Decisions regarding what needs to be done differ depending upon problems with the translation, e.g., finding sources of information when performing research and determining the correct word when a machine translation offers a choice of words for a single word or term.

Variations in the work stem from whether the translation is post-edited or translated in full, the language required, and the subject matter involved. The work requires analyzing subject matter references to gain a general understanding of the subject matter before a manual translation can be made.

Factor 5, Scope and Effect -- Level 5-3 -- 150 points

The purpose of the work is to translate material from one language to another requiring the treatment of unusual as well as conventional translation problems. The translations are for the use of analysts in the intelligence community in completing projects of broader scope, or for their information.

The work affects the adequacy of research conclusions or services in the organization.

NOTE: Although the first concept of this factor is creditable at Level 5-4, the second concept, the effect, is creditable at Level 5-3. Consequently, the entire factor must be credited at Level 5-3.

Factor 6, Personal Contracts -- Level 6-2 -- 25 points

Contacts are with clerical employees, other translators, and requestors both within and outside of the employing agency and are established on a regular basis.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 points

The purpose of the contacts is to coordinate on the translation of material and to get background information on particular subject areas from the requestor of the translation.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The translator sits comfortably to perform the work. However, there may be some walking and carrying of light objects such as books and papers.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS – 2735

TRANSLATOR, GS-1040-11, BMK # 2

Duties

Translates the most difficult technical and scientific material from Russian into idiomatic English for subject matter experts.

- Translates into English reports and articles in such fields as telecommunications, electronics, ballistics, cosmic radiation, biology, automotive engineering, chemistry, and physics.
- Scans a wide variety of publications for data which may have a bearing on the interests of engineers, subject matter specialists, and research analysts in the agency.
- Researches, analyzes, and critiques foreign language documents based on agency intelligence requirements. Translates and annotates titles of a large volume of foreign language documents and periodicals to be retained in agency files.
- Reviews and edits contract translations and validates and proposes work for contractors.

Factor 1, Knowledge Required by the Position -- Level 1-7 -- 1250 points

- Knowledge of Russian which provides the translator with a wide range of nonstandard terminology.
- Knowledge of English to use a wide range of both technical and nontechnical vocabulary to produce grammatically correct translations.
- Advanced skill in translating to render the most difficult scientific and technical material accurately and in a style appropriate to the subject matter.
- Knowledge of the fields translated into to provide a more accurate translation, to locate material pertinent to the interests of requestors, and to evaluate pertinency of documents to the missions of the organization. Skill in performing literature research to translate new technical and scientific terms.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The translator serves under the administrative supervision of the branch chief, who has assigned the translator an overall area of responsibility to be accomplished under the general technical direction of a team leader.

Work is performed independently with considerable latitude for selecting or recommending material for complete or partial translation. Work normally receives only an occasional review by the team leader for literary quality.

Factor 3, Guidelines -- Level 3-3 -- 275 points

The translator uses request forms from the analysts and standing requests for translations to decide how material should be translated and to determine if pertinent material has been found for translation. Because of the nonstandardization of the vocabulary in the material to be translated, dictionaries and other references are inadequate. The translator performs research in available references and confers with the subject matter specialists.

Judgment is required in coining words and in deciding to recommend material for translation.

Factor 4, Complexity -- Level 4-4 -- 225 points

The work consists of idiomatically translating a variety of scientific and technical material in areas of particular interest; performing oral translations; literature researching of the subject matter; screening publications for material to be translated and editing translations.

Decisions regarding what needs to be done differ depending on the subject matter. For example, the translator considers sources for research and whether material screened will be of interest to analysts.

The work requires analyzing subject matter, determining equivalents for new or unique terms, idiomatic expressions, and highly abbreviated material.

Factor 5, Scope and Effect -- Level 5-3 -- 150 points

The purpose of the work is to translate material requiring the treatment of unusual as well as conventional problems and situations.

Translations are for the agency and its components and affect the research conclusions of the analysts.

NOTE: Although the first concept of this factor is creditable at Level 5-4, the second concept, the effect, is creditable at Level 5-3. Consequently the entire factor must be credited at Level 5-3.

Factor 6, Personal Contacts -- Level 6-2 -- 25 points

Contacts are with other translators, clerical employees, and with requestors of language services in the agency.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 points

The purpose of the contacts is to coordinate on the translation of material, and to receive information from the requestor on the subject matter to be translated.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The translator sits comfortably to perform the work.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS -- 2435

TRANSLATOR, GS-1040-11, BMK # 3

Duties

- Translates Czech, Slovak, Polish, Ukrainian, and Russian material such as treaties, articles on trade, finance, mechanics, and medicine; correspondence; statutes; decisions of courts; briefs; and literature into English.
- Translates correspondence, articles for publication in newspapers and magazines, and speeches into another language.
- Performs research incident to making translations.
- As required, acts as interpreter for members of Congress and at Congressional hearings.

Factor 1, Knowledge Required by the Position -- Level 1-7 -- 1250 points

- Knowledge of Czech, Slovak, Polish, Ukrainian, and Russian which provides the language specialist with a wide range of nonstandard terminology.
- Knowledge of English to produce grammatically correct, idiomatic translations using a wide range of standard and nonstandard terminology.
- Advanced skill in translating to transfer material from one language to another and render a translation that is accurate in meaning and tone in legal, scientific, technical, and political fields.
- Knowledge of the political, economic, scientific, and cultural affairs of the other country to provide the correct tone and meaning to translations or interpretations. Skill in performing research to find sources for reference for words, phrases, or subject matter.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The supervisor assigns materials for translation to the translator on the basis of language capabilities and translation workload.

The translator completes work independently and uses a considerable degree of ingenuity, imagination, and initiative in the rendition of translations.

Completed translations are reviewed for fluency and grammatical usage. No review for language accuracy is accorded translations. The translator is responsible for the language accuracy of the work.

Factor 3, Guidelines -- Level 3-3 -- 275 points

Procedures for conducting translations are not governed by prescribed rules; the translator is responsible for developing personal guidelines for use in translating individual material. For locating equivalents for unknown words or phrases, the translator uses dictionaries, glossaries, subject matter reference material, and information conveyed by subject matter specialists.

The language specialist uses judgment in selecting the best of alternative words or phrases.

Factor 4, Complexity -- Level 4-4 -- 225 points

The work consists of idiomatically translating a variety of technical, political, and scientific material, either in summary or in full; literature researching of subject matter; and occasional interpreting.

The language specialist must consider problems such as determining the best sources of information, distinguishing between fine shades of meaning in a document, or immediately determining the meaning of a sentence while interpreting.

The work requires keeping abreast of current topics in the various countries, analyzing subject matter references, and switching from one subject to another requiring higher priority.

Factor 5, Scope and Effect -- Level 5-3 -- 150 points

The purpose of the work is to translate material requiring the treatment of unusual as well as conventional language problems.

The work affects the adequacy of other employees performing research for committees and individual Members of Congress.

Factor 6, Personal Contacts -- Level 6-4 -- 110 points

Contacts are with staff in Congressional offices, Members of Congress, foreign dignitaries from outside the agency, and with employees in the agency. Contacts with Members of Congress are not established on a regular basis. The role and authority of the speakers may be uncertain and each contact is conducted according to the purpose of the hearing.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 points

The purpose of the contacts is to give or obtain information directly related to the translating work and occasionally for interpreting.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The language specialist sits comfortably to translate and may stand for short periods of time to perform interpretations.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting.

TOTAL POINTS -- 2490

TRANSLATOR, GS-1040-12, BMK # 1

Duties

Edits and reviews translations into English from one or more Romance languages.

- Edits and reviews translations from and into English at all levels of difficulty ranging from summaries of routine correspondence to highly complex and sensitive legal, economic, political, scientific, diplomatic, technical, or military documents.
- Compares international treaties and conventions, making a detailed examination of the foreign language texts, searching for discrepancies in meaning and substance, and recommending alternative wording to resolve differences.
- Serves as a reviewer at international conferences, assuming full responsibility for all texts translated into the language. The material includes minutes of meetings, resolutions, presentations, and final binding agreements. Subjects include fisheries, telecommunications, trade, armaments, health, forestry, human rights, and nuclear technology.
- Translates, when required, any document in the foreign language.
- In association with other employees, grades tests of prospective staff or contract translators.

Factor 1, Knowledge Required by the Position -- Level 1-8 -- 1550 points

- Mastery of English, Spanish, and French to translate and review an exceptionally wide range of material in the above stated areas.
- Mastery of all aspects of the translating field.
- Skill in resolving linguistic problems not susceptible to treatment by accepted methods, such as the application of new terms for certain scientific and technological processes where the state of the art has outdistanced the most recent available lexicography.
- Knowledge of the cultural, historical, and geopolitical makeup of the areas in which the language is spoken, including language peculiarities which may have a bearing on sensitive issues.
- Skill in doing independent research when reference materials are scarce or nonexistent.
- Editing skills to review and edit material prepared by others and adapt it for accuracy, completeness, style, and purpose.

Factor 2, Supervisory Controls -- Level 2-4 -- 450 points

The supervisor sets general objectives and discusses with incumbent the availability of resources. In consultation, both develop deadlines, priorities, and work to be done.

The translator is fully responsible for the actual planning and for carrying out the assignment; resolving linguistic or other problems as they arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. The translator keeps the supervisor informed of progress, potentially controversial matters or questions of far-reaching implications.

The translator's work in most cases is considered definitive and not subject to further review. The exception is in the comparison of international treaties and agreements where the recommendations made by the translator are reviewed before the texts are certified for signature.

Factor 3, Guidelines -- Level 3-3 -- 275 points

Written guidelines are available, but are not always applicable to specific situations.

The translator reviews and translates material in highly specialized fields with new or unique vocabulary. This requires judgment to understand the thrust of conceptually complex statements and to transpose them into another language without loss of important nuances.

Factor 4, Complexity -- Level 4-5 -- 325 points

The work involves translating and reviewing translations done in-house as well as work done by a variety of contractors, other government agencies, and international organizations. The subject matter includes any number of broad scientific, technical, or political areas.

The translator must resolve difficult semantic problems, determine if a translation has been rendered accurately, and assure that translations in technical fields have accounted for changes and refinements in technical language.

The work requires reading and understanding difficult material in the original language before a review or translation can be attempted. It requires the ability to switch from subject to subject and language to language at a moment's notice, while at times working on different subjects concurrently.

Factor 5, Scope and Effect -- Level 5-4 -- 225 points

The work involves translating material involving a variety of unusual conditions and problems. The translator reviews and recommends changes to eliminate substantive discrepancies.

Decisions affect the development of highly important international issues and therefore, a wide range of agency activities.

Factor 6, Personal Contacts -- Level 6-3 -- 60 points

Contacts are with requesting officers in the agency and reference sources in international organizations and industry. Contacts may be made by telephone or in person.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 points

The purpose of the contacts is to obtain information, to advise and coordinate on work efforts, or to resolve operating problems.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

Typically, the employee may sit comfortably to do the work, but there may be some walking and carrying of light objects such as dictionaries and reference materials.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work is performed in an office setting and no special risks are involved.

TOTAL POINTS -- 2945

TRANSLATOR, GS-1040-12, BMK # 2

Duties

- Translates patent applications, which include an unlimited number of subjects, from the Russian language. These applications contain a description of the invention, technical drawings, and cross references to related applications of the inventor.
- Translates claims for more current types of patents.
- Provides oral assistance to the examiners in translating foreign patents.
- Translates other material such as trademarks, articles for scientific publications, legal documents, books, and letters from foreign patent commissioners, and from citizens claiming to have a new invention;
- Performs necessary research to find correct terms and to understand the nature of the material translated.

Factor 1, Knowledge Required by the Position -- Level 1-8 -- 1550 points

- Mastery of Russian, which has provided a wide range of nonstandard terminology.

- Mastery of English to use a wide range of standard and nonstandard vocabulary to produce grammatical and accurate translations so that they can be used by patent attorneys.
- Mastery of the translating field and skill in writing to translate patent applications on any subject.
- Considerable knowledge of the fields of technology to translate technical material with the proper sense of wording.

Factor 2, Supervisory Controls -- Level 2-5 -- 650 points

The supervisor is not involved in the day-to-day activities of the translating unit. The work comes in through a bin, which the translator checks periodically for patents and the other documents to be translated according to the language required.

The work is done independently. There is no review of the work. In rare cases when a patent claim is going to the civil courts or the Board of Appeals, the translation may be reviewed by a translator who is more knowledgeable in the subject matter to check for accuracy of technical terms.

Factor 3, Guidelines -- Level 3-3 -- 275 points

The translator uses the form of the patent application as a guide to the style of the translation. The translator uses dictionaries, encyclopedias, and textbooks, and consults with patent examiners on the subject matter contained in the translation.

Judgment is required in determining the source of information which will aid most in the translation, in deciding which of related reference material applies to a particular translation, and in choosing between similar words.

Factor 4, Complexity -- Level 4-5 -- 325 points

The work consists of idiomatically translating a wide variety of patents on any subject, translating trademarks, letters, and legal documents; performing oral translations; and literature researching of subjects.

Factors to be considered differ with the phase and subject of the translation, e.g., finding sources of information when performing literature research, understanding a writer's style, or understanding exactly what the inventor considers to be the invention.

The work requires understanding very technical subject matter and drawings by performing extensive research in English references even before a translation is attempted.

Factor 5, Scope and Effect -- Level 5-2 -- 75 points

The purpose of the work is to translate technical material involving factual situations from one language to another. The translations are for the use of patent examiners and attorneys and aid them in their examination of applications filed.

The work affects the accuracy and reliability of further services. For example, a patent could be granted or failed on the basis of the material in the translation.

Factor 6, Personal Contacts -- Level 6-3 -- 60 points

Contacts are with other translators, patent examiners, attorneys or agents within the agency and with inventors, and other attorneys from outside the agency. Contacts with inventors and other attorneys are not established on a regular basis.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 points

The purpose of the contacts is for clarification of information, to obtain information on the subject matter of the translation, and to provide oral translations to the patent examiners and attorneys.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The employee sits comfortably to perform the work. However, there is some walking, standing, and carrying of light objects such as reference books.

Factor 9, Work Environment -- Level 9-1 -- 5 points

Work is performed in an office setting.

TOTAL POINTS -- 2965

INTERPRETER, GS-1040-13, BMK # 1

Duties

Interprets from and into Spanish and French, using one of two techniques, as warranted: formal conference consecutive interpretation formal conference simultaneous interpretation.

- Serves as the principal or sole interpreter for the President, Vice-President, Secretary of State, and other officials of the U.S. Government. Matters discussed cover an unlimited range of subjects such as strategic arms limitations, nonproliferation of nuclear weapons, mutual and balanced reduction of forces, U.S. bases overseas, the nuclear fuel cycle, space cooperation, trade, and fisheries.

- Serves as senior or chief interpreter at international conferences covering political, economic, social, technical, and scientific matters, leading and giving professional guidance to other interpreters assigned to the conference, in addition to performing the duties of a conference interpreter.
- Accompanies the President, his wife, the Vice-President, and other dignitaries on their overseas travels, being responsible for interpreting their official public statements at arrival, departure, and other ceremonies, at press conferences, as well as at private bilateral meetings. Performs the same functions for visiting Chiefs of State of government, including addresses to joint sessions of Congress and public forums.
- Serves as linguistic, cultural, information, and political adviser to the U.S. delegations at negotiations.
- As required, translates statements and speeches for distribution to the information media here and abroad.
- As required, serves as reviewer or translator from and into Spanish and French.
- Serves as consultant to governmental and private bodies on the organization of interpreter services, use of interpreting audio systems, and conduct of international conferences.
- Occasionally serves as escort interpreter for foreign leaders visiting the United States under the cultural, scientific, and technical exchange programs when the nature of the assignment requires an exceptionally skilled and experienced interpreter.

Factor 1, Knowledge Required by the Position -- Level 1-8 -- 1550 points

- Mastery of Spanish and French to a degree that the interpreter is a recognized expert in the organization.
- Mastery of interpreting techniques to interpret simultaneously and consecutively with ease, good style, and voice and diction compatible with public speaking.
- Knowledge of each country's history and current conditions, potentially opposing national interests, as well as of cultural and linguistic peculiarities which might have a bearing on sensitive issues.
- Skill in writing and translating two or more languages so as to be able to produce final copy of such high quality that it is suitable for general publication or for signature by the President or other officials.
- Knowledge of international conference organizational procedures, including the technical aspects of the use of simultaneous interpretation audio systems, interpreting practices, and conduct of meetings to provide guidance as needed by language personnel, conference organizers, and participants.

Factor 2, Supervisory Controls -- Level 2-5 -- 650 points

The supervisor's control is essentially limited to selecting the appropriate interpreter for the mission at hand. In fact, interpreters at this level may be directly contacted by the user and will only obtain the supervisor's approval to proceed with the assignment. Interpreters at this level are often requested by name when the user feels that their particular expertise or past experience with the subject or personalities would contribute to the success of an important mission. The interpreter must exercise completely independent initiative in handling administrative and logistic preparations, requesting personal briefings for principals, selecting or devising research procedures for the subject of the assignment.

As the interpretation is the final product, no supervisory review or correction is possible.

Factor 3, Guidelines -- Level 3-3 -- 275 points

Guidelines for performing the work are general in nature. Briefing papers, technical articles, and press reports may be useful in preparing for meetings, but once they are underway, there is no reference material to which the interpreter can refer.

The interpreter uses judgment in handling sensitive situations and in deciding on the correct choice of words.

Factor 4, Complexity -- Level 4-5 -- 325 points

The work consists of idiomatically interpreting statements in a variety of styles -- from informal to oratorical -- on an unlimited number of topics, for which the interpreter cannot always be specifically prepared.

The assignments are characterized by the difficult and often highly sensitive nature of the material handled. A subject may be brought up unexpectedly on which the interpreter has not been briefed, and the interpreter must adjust and be able to communicate immediately, so as not to disrupt the flow of communication between the principals.

The work requires listening to a statement in one language, while simultaneously rendering what has been said into another language. At the same time, the interpreter must determine if what has been perceived to be heard is congruent with the known precepts of government policies -- to avoid misinterpretations -- while listening for interjections from the floor or the chairman. In addition the interpreter must solve complex conceptual problems in a few seconds in consecutive interpreting and in fractions of seconds in simultaneous interpreting.

Factor 5, Scope and Effect -- Level 5-4 -- 225 points

The work involved resolving critical problems in wording in such things as negotiations, agreements, treaties, and foreign policy statements.

The work involves resolving critical problems in wording in such activities or the operation of other agencies. Material interpreted involves vital policy decisions affecting the national security. Additionally, the interpreter's advice is used by other offices to determine correct protocol.

Factor 6, Personal Contacts -- Level 6-4 -- 110 points

Contacts include the President, foreign Chiefs of State, Congressional leaders, leaders of foreign and American labor federations, representatives of the media, senior corporate executives, senior military authorities and others.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 points

Purpose of the contacts described in the above factor is to interpret and to provide advice on cultural and linguistic problems.

Factor 8, Physical Demands -- Level 8-1 -- 5 points

The work requires some walking, standing, and long hours of work. However, there are no special physical demands required to perform the work.

Factor 9, Work Environment -- Level 9-1 -- 5 points

The work usually involves moderate risks, such as travel by commercial airliner or vehicles to various work assignments. The interpreter may occasionally work in inclement weather or under conditions of great noise, such as in a mine, ship, aircraft, or factory.

TOTAL POINTS -- 3195