



**DEPARTMENT OF SOCIAL SERVICES**  
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429  
(910) 323-1540 • Fax (910) 677-2232

---

## **NOTICE OF VACANCY**

**December 23, 2009**

**\*\*REPOSTING\*\***

**POSITION #: 151-04-1201**

**OPEN UNTIL FILLED**

**TYPE OF VACANCY: Foreign Language Interpreter\_(PART-TIME 20 HRS. WEEK)  
OPERATIONS/PLANNING SECTION-OPERATIONS UNIT**

**SALARY GRADE: 63**

**ANNUAL SALARY: \$15,403**

**CONDITIONS OF EMPLOYMENT:** (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License.

**PREFERRED EDUCATIONAL & EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Spanish, Sociology or related field; and two years of related experience in providing interpreter services.

**MINIMUM EDUCATION & EXPERIENCE REQUIRED:** High School or GED and one year of experience in interpreting and translating English and the required foreign language in a setting that requires a knowledge of the programs or services. Demonstrates the fluency and skill necessary to meet the needs of the organization and client populations served.

**KNOWLEDGE, SKILLS AND ABILITIES NEEDED:** Proficient in the Spanish language, both verbal and written. Exceptional communication skills, both verbal and written, in both English and Spanish, recognizable interpersonal skills, including, but not limited to interviewing techniques.

*...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....*

**DUTIES:** The primary purpose of this position is provides Spanish Interpretation services to support the job tasks of the staff of the Department of Social Services, including Social Workers at night and on weekends. The interpreter services may be accomplished in person, over the telephone or on a home visit or translating documents. Translation of documents from English to Spanish and/or Spanish to English will be performed by the persons in this position to help Hispanic customers understand services provided and instructions. The person in this position will also develop correspondence, brochures, public announcements, etc. as directed by staff. This position provides a full range of support activities necessary for the effective management of DSS staff, therefore the employee must be able to work under pressure with numerous interruptions and must be able to handle multiple requests. The person in this position will greet public arriving to agency, escort patients to their destinations and assist them with return appointments. This person will also assist with interviewing customers who are applying for services and may assist with completion of forms.

**APPLICATION:** All agency employees should contact **CANDACE TYLER, at Ext. 2604, or [candacetyler@ccdssnc.com](mailto:candacetyler@ccdssnc.com)**. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

**FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.**

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

**THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

**CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.**