

LINGUISTICS ANALYST

DEFINITION

Under direction, performs the full range of analytical duties associated with providing linguistic services to the Court Interpreters Program at the AOC; performs related work as assigned.

CLASS CHARACTERISTICS

Linguistics Analyst is a single-level class responsible for providing linguistics services for the Court Interpreters Program. Incumbents are responsible for performing analytical and consultative linguistics work in a variety of court interpreter projects or services, such as written language interpretation examinations, psychometric linguistic standards, and interpreter program development projects.

EXAMPLES OF DUTIES (*illustrative only*)

- Conducts analysis of spoken and written language interpretation examinations.
- Prepares reports and recommendations for changes to interpretation examinations, as needed.
- Researches, analyzes, and evaluates the feasibility of test reciprocity with other states.
- Reviews existing oral examinations based on psychometric linguistic standards.
- Assists in developing court interpreters programs (i.e., American Sign Language interpretation).
- Analyzes the court interpreter exam and proposes necessary changes.
- Plans and conducts studies relative to assigned projects; prepares analytical reports with recommendations based upon the findings.
- Provides staff support to Judicial Council committees relating to court interpreter projects.
- Writes and prepares a variety of written materials, including memoranda, correspondence, agendas, and brochures.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Linguistics, including general knowledge of generative syntax, psycholinguistics, sociolinguistics, and typology.
- Interpretation and translation of spoken languages.
- Test development and training related to linguistics.
- Intercultural communications.
- Principles and practices of court management and operation.
- Principles and techniques of project management.
- Problem-solving and conflict resolution methods and techniques.
- Principles and methods of data collection and statistical analysis.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, analyze, organize, and administer linguistic programs and projects.
- Gather data, analyze findings, reason logically, and prepare analytical reports and recommendations.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Possession of a bachelor's degree, preferably with major course work in linguistics or cognitive science, and three years of professional analytical experience in language testing and examination preparation and evaluation.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree in any branch of Linguistics may be substituted for one of the three years of required experience.