

41.

BENCHMARK POSITION NUMBER: 14 CLASSIFICATION LEVEL: 5
SECTION TITLE: CANADIAN FORCES ATTACHE EFFECTIVE DATE: _____
POSITION TITLE: TRANSLATOR/INTERPRETER SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the supervision of the Canadian Forces Attaché (CFA), translates texts from the language of the country to English and vice versa, according to the instructions of the supervisor, and performs other duties.

DUTIES

% OF TIME

- (1) Translates texts between the language of the country and English according to the instructions of the supervisor by: 95%
- scanning various source texts received for translation,
 - transposing source texts into the other language,
 - scanning local daily press and translating any press releases of interest, and fully translating selected articles dealing with military matters,
 - translating headlines of all military-oriented periodicals and magazines, and fully translating selected articles,
 - translating from the language of the country to English all unclassified correspondence received from the Foreign Liaison Office and other agencies,
 - translating from English to the language of the country all unclassified correspondence addressed to Foreign Liaison Office and other agencies.
- (2) Performs other duties such as preparing and transmitting invitations to formal functions hosted by the CFA, acting as interpreter during formal calls on CFA by non-English speaking visitors, taking and making incoming and outgoing telephone messages to/from non-English speaking agencies, acting as relief switchboard operator and arranging tours for Embassy personnel. 5%

INCUMBENT

SUPERVISOR

DATE

DATE