



**TITLE: Fuzhou Linguist**

**LOCATION:**

**PAY RATE: \$45/HR**

**TRAVEL:**

**About KACE:**

When you make the decision to join KACE, you are choosing to work alongside talented professionals that have one thing in common; the passion to make a difference!

KACE employees bring their diverse talents and experiences to work on critical projects that help shape the nation's safety, security, and quality of life. The desire to have a career that is purposeful and forward thinking is woven into every KACE employee...it's The KACE Way.

KACE employees are purpose-driven, forward focused, open-minded, trustworthy, and invested. The KACE Way is our commitment to our employees, to our customers, and to our communities.

Join KACE and make a difference!

**Job Summary**

Our Linguists are responsible for performing real-time transcriptions of sensitive material from Fuzhou to English; collecting, analyzing, identifying, and decoding of colloquialisms and slang terms; extracting pertinent information and communicating that information to law enforcement agent(s). The linguist will be responsible for transcribing source documents and recordings from storage media, including but not limited to audiocassettes, videocassettes, or digital media.

**Essential Functions and Responsibilities**

- Listens to oral intercepts/audio recordings in Fuzhou and provides verbal and written synopsis and transcripts.
- Linguist is responsible for relating all pertinent information to the Client.
- Contribute to a master-list of slang words and codes (used by a particular group/organization) for the duration of the project/case.
- Maintains a voice library for the duration of the project.
- During inactive or low periods of activity, transcribes and translates pertinent calls assigned by their supervisor.
- Produce court ready transcriptions of pertinent calls following the required format.
- Responsible for using the various reference tools created during the project.
- Ability to transcribe a minimum of 18 - 22 minutes of recorded conversation in an 8-hour day.
- Operates specialized software equipment provided by the government to include JSI voice box, Pen-link, Comverse and other communication collection equipment used at their assigned site.
- Maintain daily log of productivity.

**Minimum Qualifications & Skills:**

**KACE COMPANY**  
**44620 Guilford Dr Suite 150, Ashburn, VA 20147**  
[www.KACECOMPANY.com](http://www.KACECOMPANY.com)

- Bachelor's degree **AND** three (3) years' experience in a professional setting **OR** Associate degree **AND** five (5) years' experience in a professional setting **OR** a High School Diploma **AND** seven (7) years of experience.
- Minimum of one (1) year of transcription experience in the required language
- Must be a U.S Citizen or Legal Permanent Resident.
- Select applicants will be subject to a government background investigation and may need to meet eligibility requirements to access classified information.
- Knowledge of source language colloquial terms and expressions.
- Knowledgeable in SMS language, social media, and Webchat.
- Demonstrates excellent verbal and written skills in the target language, including correct and accurate grammar, punctuation, and spelling.
- Must be able to meet contract requirement of a score a of 3 or better on a third-party Language Assessment (Listening/Speaking/Reading/Writing) in English
- Must possess excellent verbal and written skills in the target language, including correct and accurate grammar, punctuation, and spelling.
- Must possess strong computer skills in MS Office, including Microsoft Word and Excel, PowerPoint, and Outlook.
- Must be able to work under pressure, in a fast-paced environment and be able to communicate effectively with management and law enforcement personnel.
- Requires the ability to prioritize, have effective time management skills, meet stringent deadlines, balance multiple tasks and work in a team environment.
- Ability to take technical direction and feedback from various sources.
- Ability to translate/transcribe 18-22 minutes of recorded conversation in an 8/hour day when performing Linguist duties.
- Must type 45 words per minute.

**CLEARANCE:**

Applicants selected may be subject to a government background investigation and may be required to meet the following conditions of employment.

**SECURITY REQUIREMENTS:**

- Ability to obtain/maintain a Security Clearance
- Favorable credit check for all cleared positions
- Successfully passing a background investigation, medical and drug screen.
- US Citizen
- Permanent Resident who have lived in the US for the past 3 of 5 years

**Physical Requirements/Working Conditions:**

- Standing/Walking/Mobility: Must have mobility to attend meetings with other managers and employees.
- Climbing/Stooping/Kneeling: 0% - 10% of the time.
- Lifting/Pulling/Pushing: 0% - 10% of the time.
- Fingering/Grasping/Feeling: Must be able to write, type and use a telephone system 100% of the time.

- Sitting: Sitting for prolonged and extended periods of time while monitoring live or taped calls. Ability to leave desk may be restricted when handling live monitoring and translating of calls.

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Management may revise duties as necessary without updating this job description.*

For more information about the company please visit our website at [www.kacecompany.com](http://www.kacecompany.com)

KACE is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, disability or any other federal, state or local protected class.