

BRAILLE SPECIALIST

KIND OF WORK

Professional proofreading of Braille.

NATURE AND PURPOSE

Under limited supervision, proofreads educational and vocational reading materials for content and format produced by braillists using the Perkins six-key braille or the electronic six-key braille produced by volunteer typists who use a computer and specialized software; advises volunteer transcribers on best methods and application of code; performs related work as required.

This class is distinguished from the Brailist and Brailist Technician by the role of this position which is to proof what the braillists and technicians have transcribed.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Proofreads by touch the braille transcribed by volunteer braillists so the blind will have accurately transcribed materials that conform to the national regulations outlined by the Braille Authority of North America using Knowledge of Braille code.

Advises volunteer transcribers so blind readers will have accurately transcribed materials that conform to the national regulations governing braille production by applying knowledge and expertise to problem resolution and keeping current on all national codes and rules.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Braille proofreading sufficient to acquire the class "B" license in proofreading issued from the Library of Congress.

The Code of Braille Textbook Formats and Techniques sufficient to assure that transcribed materials will meet national standards.

Computers and word processing sufficient that proofreading reports can be generated on the computer.

Special library services for the blind sufficient to access services.

Ability to:

Communicate sufficient to direct and correct work of volunteers without losing their willingness to meet high production standards.

Work under extreme deadline pressure sufficient to meet rigid deadlines.

Concentrate over long periods of time on very precise material sufficient to ensure transcribed materials are accurate.

Est.: 02/88
Rev.: 07/93

T.C.:
Former Title(s):