

BRAILLIST

KIND OF WORK

Professional transcription work (English to Braille).

NATURE AND PURPOSE

Under limited supervision, transcribes educational and vocational reading materials into Braille for the blind; advises volunteer transcribers on best methods and application of code; performs related work as required.

This class is distinguished from the Brailist Technician by the professional nature of the work performed including determination of how to best transcribe printed material into Braille and the knowledge of Braille transcription codes and by manually Brailleing texts. Distinguished from Braille Specialist by the active transcription role, while the Braille Specialists are proofreaders only.

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

Transcribes print textbooks and vocational reading material containing musical scores, foreign languages, mathematical equations, which cannot be converted automatically via the computer, into braille so blind students have access to educational and vocational materials in a form they can utilize by manually punching each braille dot into braille paper using the Perkins six-key braille or the electronic braille.

Convert charts, graphs, mathematical diagrams, flow charts, maps, textbooks into raised-line braille drawings so information found in print textbooks is accurately represented in its entirety for braille readers by determining proper format for each drawing, creating actual raised-line drawing using a variety of manual embossing tools and visually proofreading each raised-line drawing for accuracy and correctness.

Advise volunteer certified braille transcribers on braille regulations to ensure readers will be provided with consistent and uniform braille materials by applying knowledge and expertise to problem resolution and keeping current on all national codes and rules, trouble shooting hardware and software problems, organizing, coordinating and teaching workshops, attending conferences and workshops.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Braille sufficient to pass the Library of Congress Literary Braille certification and certification in Nemeth Code for Mathematics, Science Notation or Music Braille.

Transcription of foreign languages, computer Braille Code or Tactile Illustrations sufficient to provide advice to volunteers on appropriate application of code and to be regarded as an expert.

Technology used in the transcription of braille using the computer as a six-key electronic braille sufficient to serve as an expert and to produce consistent high quality transcriptions and to trouble shoot hardware and software problems for volunteers.

Special library services for the blind sufficient to access services.

Skill in:

Public speaking sufficient to present training.

Ability to:

Communicate verbally or in writing 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.

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

T.C.:
Former Title(s):