

BRAILLIST TECHNICIAN

KIND OF WORK

Para-professional production transcription work (English to Braille and large print).

NATURE AND PURPOSE

Under general supervision, transcribes educational reading materials into Braille and large print through the use of computers and conversion software for blind and visually handicapped; assists in coordinating work of volunteers; related work as required.

This class is distinguished from the Brailist and Braille Specialist by the use of computers and conversion software as the primary tools for work production.

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

Coordinates the translation of printed educational reading materials so that materials are available to the blind and visually handicapped by using the computer and specialized conversion software, assigning and reviewing work of volunteers.

Coordinates the production and distribution of large print reading materials for visually handicapped children and adults so they may have access to needed print materials by appropriate application of technology, assigning work to volunteers, checking and binding final copies and mailing them to the requestor.

Coordinates activities of volunteers so materials are produced on time by providing agency orientation, assigning work and evaluating work.

Utilizes specialized computer braille and large print production equipment and evaluates new equipment so production and quality standards will be met by mastering the operation of the equipment, providing demonstration of equipment and training volunteers to use software and computer equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Braille, the Code of Braille Textbook Formats and Techniques and the National Braille Association Manual for Large Type Transcribing sufficient to produce transcriptions and to train others.

A variety of word processing programs sufficient to convert material from one program to another.

Hardware and software translation programs sufficient to produce products efficiently.

Special library services for the blind sufficient to access services.

Ability to:

Operate computerized braille and large print production equipment to meet production standards.

Work within extreme deadline pressure sufficient to meet rigid deadlines.

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

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

T.C.:
Former Title(s):