



## PERSONNEL COMMISSION

**Class Code: 3340**  
**Salary Range: 18 (C1)**

### BRAILLE TRANSCRIBER

#### JOB SUMMARY

Under general supervision, prepare and transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings; perform a variety of duties in support of the program for the Visually Impaired; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Prepare and transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings; determine appropriate format; proofread and verify accuracy of transcribed materials; maintain a variety of records related to work performed. **E**
- Prepare tactile instructional materials such as pictures, graphs, maps, charts and models using a computer, related peripherals and specialized software. **E**
- Prepare copies of tests, study materials, textbooks, charts, and others for visually impaired students; type instructional materials, lessons, and worksheets in large type print or Braille as needed; overwrite Braille materials with printed words for teachers. **E**
- Operate a variety of office and specialized equipment including a computer, Braille translation software, copier, laminator, scanner, binder, stylus, Braille, Braille embosser and thermoform machine. **E**
- Research and evaluate new equipment for purchase; obtain price quotes; perform minor maintenance to equipment and arrange for major repairs as necessary. **E**
- Bind Braille and large print books; prepare books and materials for shipment to various school sites and State depository; pack, wrap and label shipments. **E**
- Order, receive, process and distribute a variety of Braille books, equipment and related instructional materials; catalog and maintain Braille library inventory of visually impaired and Braille transcriptions, textbooks and other materials. **E**
- Serve as a resource to District staff concerning Braille instruction and translation software, computerized files and related equipment. **E**
- Perform a variety of program support activities such as preparing correspondence, paperwork and forms, answering telephones, filing materials and opening and sorting mail; provide information regarding program activities and respond to questions as appropriate. **E**
- Communicate with teachers, vendors, other departments and outside agencies to exchange information, resolve issues and coordinate activities. **E**

- Participate in the acquisition of printed instructional materials and textbooks; communicate with vendors, press representatives, teachers and others to arrange for the purchase, delivery and loan of learning materials as necessary. ***E***
- Maintain a variety of budgetary and program records including the federal quota fund and list of students in the program. ***E***
- Travel to various sites to deliver or pick up materials and assess Braille equipment; email files of instructional and braille materials to sites. ***E***
- Attend a variety of meetings, conferences and trainings to maintain current knowledge of program activities and Braille formats. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Braille Transcriber classification transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings for use by the visually impaired. Incumbents utilize a variety of specialized equipment and Braille translation software. Incumbents provide general support to the program for the Visually Impaired.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, materials, equipment and techniques used in Braille transcription.  
Methods of preparing tactile instructional materials such as pictures, graphs, maps, charts and models.  
Current Braille formats.  
Operation of a computer and Braille translation software.  
Inventory methods and practices.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Basic budgeting practices regarding monitoring and control.  
Record keeping and filing techniques.  
Oral and written communication skills.  
Modern office practices, procedures and equipment.

#### **Ability to:**

Accurately transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings.  
Prepare a variety of tactile instructional materials.  
Plan, format and create Braille books and raised line drawings.  
Operate a variety of specialized Braille equipment.  
Operate a computer and Braille translation software.  
Maintain current knowledge of Braille formats.  
Understand and follow written and oral instructions.

Learn policies and objectives of assigned program and activities.  
Compose correspondence and written materials independently.  
Maintain records and files.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with little direction.

**Education and Training:**

Graduation from high school.

**Experience:**

One year of experience transcribing materials into Braille utilizing translation software.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Literary Braille Certificate from the Library of Congress or completion and certification of a one-year course in Braille transcription from an accredited program.

Positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling books and boxes weighing approximately 15 pounds.  
Seeing to read and transcribe a variety of materials.  
Reaching overhead, above the shoulders and horizontally to reach books.  
Bending at the waist, kneeling or crouching to reach supplies and books.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000  
Revised: 6/23/16