



NEW: 07/01/2019  
Submitted: 06/11/2019

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| JOB TITLE:             | CLERK BRAILLER              |
| DIVISION               | EXCEPTIONAL CHILD EDUCATION |
| SALARY SCHEDULE/GRADE: | IA, GRADE 4                 |
| WORK YEAR:             | 220 DAYS                    |
| FLSA STATUS:           | NON-EXEMPT                  |
| JOB CLASS CODE:        | 8696                        |
| BARGAINING UNIT:       | CLAA                        |

**SCOPE OF RESPONSIBILITIES**

Prepares adapted materials for use by visually impaired students. Operates Modified Perkins, Thiel or Romeo Braille interfaced with a microcomputer to produce brailled texts. Operates equipment to enlarge and bind materials for visually impaired students. Operates equipment, develops procedures to make tactile graphs, maps, or raised line drawings. Prepares and processes Federal Quota orders and materials. Provides support/training in computerized technology adaptations for visually impaired students.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Transcribes texts into braille using a microcomputer and a modified Perkins Braille, Romeo and/or Thiel Braille
- Enlarges and binds instructional materials for visually impaired (VI) students
- Assists with federal quota orders, inventories, and materials for the VI program
- Produces/obtains other instructional materials as needed by VI students
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery.

**MINIMUM QUALIFICATIONS**

- High school diploma or G.E.D.
- Word processing skills
- Excellent proofreading skills
- Ability to determine own daily work plan by setting priorities
- Previous training and/or experience in office and clerical duties
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience in reading braille
- Experience in operating Modified Perkins, Romeo and/or Thiel Braille
- Familiarity with software: PFS File and Report; and adaptive software: Braille Edit, BETTE, BEX, ProWords
- Experience in a diverse workplace

**Footnote**

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.