



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CLERK III BRAILLER
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties for visually impaired students; 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, and 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 Brailers

Enlarges and binds instructional materials for visually impaired (VI) students

Produces/obtains other instructional materials as needed by VI students and teachers

Completes all trainings and other compliance requirements as assigned by the designated deadline

Maintains, troubleshoots, and services equipment for the visually impaired students

Manage Federal Quota online loan summary in collaboration with the VI department

Process students' orders through the Federal Quota

Receives, classifies, and routes incoming mail

Acts as receptionist or as a backup for such a position

Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

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 the availability of funds and continued need for the project.