



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

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.