



REVISED:
07/12/2004

JOB TITLE:	BRAILLER CLERK
DIVISION	ACADEMIC SERVICES
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

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.

Typing skills (35 w.p.m.)--both accuracy and speed

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

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.