

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Braille Transcriber

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### Definition

This job classification is used only by the Department for the Blind.

Produces instructional, literary, and other Braille materials by performing Braille or typing, and transcribing English, mathematics, and computer notation into Braille; advises and assists volunteers who perform Braille functions for the Blind; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Transcribes textbooks, math books, letters, greeting cards, labels, graphs, etc., into Braille.

Assists Braille volunteers with format and specialized technical code questions.

Prepares Braille materials using computer, Perkins Braillewriter, or slate and stylus.

Assists with determining transcription methods, or formatting for Braille users.

Develops written directions or instructions for volunteer Brailleists; assists in determining formats, resolving issues about applying various Braille codes, etc.

Maintains records of volunteer Brailleists progress in Braille courses or in transcription assignments.

Edits and proofreads books sent to transcriber to be Brailled.

Conducts workshops for literary and math comprehension and coding at conferences and meetings related to transcription and proofreading of Braille.

Demonstrates and discusses Braille writing equipment and Braille reading for visitors and others as required.

Studies advanced lessons in Braille transcribing and Braille proofreading in preparation for acceptance of further responsibilities in transcriptions, and to be aware of changes in standards or codes for Braille production.

### Competencies Required

Knowledge:

- English Language – Structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Communications and Media – Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities:

- Selective Attention – Concentrate on a task over a period of time without being distracted.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Memorization – Remember information such as words, numbers, pictures, and procedures.
- Speed of Closure – Quickly make sense of, combine, and organize information into meaningful patterns.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand you.
- Speech Recognition – Identify and understand the speech of another person.

Skills:

- Time Management – Managing one's own time and the time of others.
- Coordination – Adjusting actions in relation to others' actions.
- Instructing – Teaching others how to do something.
- Service Orientation – Actively looking for ways to help people.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation and Control – Controlling operations of equipment or systems.
- Speaking – Talking to others to convey information effectively.

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Minimum Qualification Requirements**

One year of full-time work experience in literary, Nemeth, or computerized Braille transcription.

**Notes**

Within one year after hire, employees in this class are required to obtain a Library of Congress Certificate of Proficiency in Literary Braille.

*Effective date: 11/25 KC*