

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**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 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 of Braille formats and codes, including literary, textbook and non-standard formats; all grades of literary Braille codes, and specialized codes.

Knowledge of various equipment used: computer, Braille line printer, Braille translator and non-translator programs; Perkins Braillewriter, various slates and styli, and drafting tools for preparation of raised line drawings.

Knowledge of teaching and assisting volunteers to transcribe written materials into Braille.

Ability to plan and prioritize own work and to direct work of volunteers.

Ability to establish and maintain effective working relationships with volunteers, patrons and staff.

Ability to braille and type with reasonable speed on a Perkins Braillewriter or at a computer terminal.

Ability to relate effectively with blind and physically handicapped persons.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Four years of Braille work experience or volunteer with formal training in literary, Nemeth or computerized Braille transcription with possession of a Library of Congress Certificate of Proficiency in Literary Braille.

#### **SPECIAL REQUIREMENTS:**

Positions allocated to this class may be required to acquire a Certificate of Proficiency in Nemeth.

Effective Date: 09/12 BR