

REAL-TIME CAPTIONIST

DEFINITION

Records classroom lectures, meetings and conferences on specialized stenographic equipment using real-time theory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Associate Dean, Disabled Students Programs and Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Uses specialized stenographic equipment, employing real-time software, records classroom lectures, meetings and conferences for students with hearing, visual, physical, or learning disabilities.

Provides students with hearing impairments the ability to immediately read the transcription on a connected laptop computer.

Provides student with a diskette of the lecture to be accessed via adapted technology if a student is vision impaired.

Uses off-line captioning software, captions instructional materials that are used in the classroom, i.e. videos, films, to make them accessible to students during non-instructional periods.

Stays abreast of industry changes in related hardware and software, attends appropriate seminars and workshops, and maintains said hardware and software.

After receiving semester schedule, lets Disabled Students Programs and Services department know which classrooms need appropriate chairs and/or tables.

Creates and keeps current handouts for students describing the service and what they need in terms of materials to utilize it.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

University-level English and extensive vocabulary.

Word processing software, DOS, Windows, realtime software, off-line captioning software, and stenographic hardware.

Ability to:

Remain focused and write steno for long periods.

QUALIFICATIONS (continued)

Work effectively with disabled students.

Tailor writing style to student's individual needs based on disability and/or preferences.

Paraphrase when multiple speakers talk simultaneously or as needed.

Describe any graphs, visual aids, or videos used in the classroom.

Be able to write equations using actual symbols, not words.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Pass 200 WPM two-voice or four-voice test and 180 WPM literary test at an accredited court reporting school, pass the CSR or RPR, or have the equivalent of one year working in the field (hearings, meetings, lectures, etc.)

****school transcripts to be submitted****

Basic stenographic dictionary of approximately 30,000 words with a high percentage of prefix and suffix entries. Dictionary should include entries for college-rated speaker IDs and local geographical references.