

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

BROADCAST CAPTIONIST I

Class Code: 0176

Job Family: Broadcast/Journalism

Classification: Support Staff

Terms of Employment: Pay Grade 47 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under close supervision the Broadcast Captionist I will be responsible for transcribing program materials from video and/or audio recordings, as well as setting up and ensuring proper working order of related audio and/or video equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Transcribes program materials for captioning.
2. Performs stenocaptioning of prerecorded programs including public affairs programs and educational classes.
3. Proofreads transcribed materials for accuracy.
4. Updates and maintains job dictionaries.
5. Maintains Caption Center standards of accuracy and consistency.
6. Operates video and audio equipment, modems, microcomputers, and printers.
7. Maintains discrepancy log, submits software bug reports and helps troubleshoot technical problems.
8. Transcribes educational and broadcast videos.
9. Assists with special projects, as assigned.
10. Conforms to safety standards as prescribed.
11. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

None Specified

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Ability to learn journalism and/or television production.
2. Ability to learn how to use complex video/audio equipment.
3. Ability to do editorial checking for spelling, punctuation, and grammar.
4. Ability to concentrate on accuracy of details.
5. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks.
6. Ability to demonstrate mental and physical stamina commensurate with the position.
7. Ability to work flexible hours or shifts.
8. Ability to work effectively with production staff and broadcast coordinators.
9. Ability to work cooperatively with district employees, the public, and other agencies.
10. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript,

03/16/06

Revised: (10/14/06; 06/12/07; 12/09/08)

- foreign equivalency, etc).
- 2. A minimum of thirty-six (36) college credits including a minimum of eighteen (18) credits in a related field.
- 3. Verified keyboarding/typing score of 40 words per minute net.
- 4. Verified machine stenography or stenography equipment score of 80 words per minute net.

Licenses and Certifications:

- 1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
- 2. Copy of driving history issued by the Department of Motor Vehicles at time of application and at time of interview prior to final selection.

Preferred Qualifications:

- 1. Successful completion of stenography or court recording program, including applicable certification, from an accredited college or university.
- 2. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

- 1. High school graduation or other equivalent (i.e., GED, college, technical, trade school transcript, foreign equivalency, etc.).
- 2. College transcript.
- 3. Verified keyboarding/typing score of 40 words per minute.
- 4. Verified machine stenography or stenography equipment score of 80 words per minute net.
- 5. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
- 6. Copy of current driving history issued by the Department of Motor Vehicles.
- 7. Specific documented evidence of training and experience.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County school District facilities, schools and remote location sites.

WORK ENVIRONMENT:

Strength: Sedentary/light – Exert force to 25 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent communication with persons who are deaf/hard of hearing and/or persons who are hearing, via person-to-person, telephone and/or TDD. Vision: Frequent use of vision, near and far acuity to interpret body language accurately into spoken English, read printed material, VDT screens, and/or other monitoring devices.

Environmental Conditions: Climate-controlled office and school settings. Exposure to moderate noise levels ranging from moderate to loud intensity levels and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Specialty transcription equipment, video/audio recording equipment, various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

03/16/06

Revised: (10/14/06; 06/12/07; 12/09/08)

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.