

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

BROADCAST CAPTIONIST III

Class Code: 0178

Job Family: Broadcast/Journalism

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, the Broadcast Captionist III will be responsible for live captioning of newscasts, weekend public affairs programs and specials. Captioning prerecorded edited material will also be part of the captioning responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Performs real-time steno-captioning of live and prerecorded programs including public affairs, special programs and educational classes.
2. Updates and maintains job dictionaries in preparation for each broadcast.
3. Maintains Caption Center standards of accuracy and consistency.
4. Operates video and audio equipment, modems, microcomputers, printers, caption encoders and decoders.
5. Coordinates with production assistants and broadcast coordinators regarding the content of each program.
6. Assists with the training, scheduling and workflow of Broadcast Captionist I and II's.
7. Assists with supervision and mentoring of Broadcast Captionist I and II's.
8. Provides input for the technical skill evaluation of Broadcast Captionist I and II's.
9. Assists with interviewing process of potential Broadcast Captionist I and II's.
10. Assists division personnel with program activities including recruitment and retention of Broadcast Captionists.
11. Transcribes audiotapes, videotapes, scripts and live and prerecorded program materials.
12. Maintains discrepancy log, submits software bug reports and helps troubleshoot related technical problems.
13. Assists with special projects, as assigned.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

None Specified

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of real-time captioning.
2. Knowledge and understanding of television broadcasting.
3. Knowledge of encoders and decoders.
4. Knowledge of journalism and/or television production.
5. Ability to learn how to use complex video/audio equipment.
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.

03/16/06

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

10. Ability to recognize and report hazards and applies 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, foreign equivalency, etc).
2. Five (5) years of experience in preparing verbatim transcriptions of court proceedings, medical visits or board meeting minutes from recording devices; **or**
3. Three (3) years experience recording court proceedings and transcribing such proceedings; **and**
4. Minimum of sixty (60) college credits including a minimum of eighteen (18) credits in a related study.
5. Verified keyboarding/typing score of 60 words per minute.
6. Verified machine stenography or stenography equipment score of 120 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 or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

Preferred Qualifications:

1. Ability to transcribe verbatim minutes using specialized recording equipment and the ability to take dictation (i.e., shorthand, speed writing, stenography, Dictaphone, etc.).
2. Graduation from a court reporting school and/or state certification program, currently possessing one of the following certifications: Certified as a Court Reporter by the Certified Court Reporters' Board of Nevada; or have one of the following certifications issued by the National Court Reporters Association or its successor organization: Registered Professional Reporter; Certified Communication Access Real-Time Translation Provider; Certified Broadcast Captioner; or Certified Real-Time Reporter.
3. Possess physical and mental stamina commensurate with the responsibilities of the position.
4. 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., college, technical, or trade school transcript, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 60 words per minute.
3. Verified machine stenography or stenography equipment score of 120 words per minute net.
4. College transcript.
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.

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.