

# CLARK COUNTY SCHOOL DISTRICT

## HUMAN RESOURCES DIVISION

### **BROADCAST CAPTIONIST I**

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Class Code: 0176

Job Family: Broadcast/Communications

Classification: Support Staff

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

FLSA STATUS: NON-EXEMPT

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#### **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

#### **KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):**

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 work flexible hours or shifts.
7. Ability to work effectively with production staff and broadcast coordinators.
8. Ability to work cooperatively with Clark County School District employees, the public, and other agencies.
9. Ability to recognize and report hazards and apply safe work methods.
10. Possess physical and mental stamina commensurate with the responsibilities of the position.

#### **POSITION REQUIREMENTS:**

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., General Educational Development (GED), 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 (WPM) net.
4. Verified machine stenography or stenography equipment score of 80 WPM 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 current driving history issued by the Department of Motor Vehicles at time of application and at time of interview prior to final selection.

Preferred Qualifications:

Successful completion of stenography or court recording program, including applicable certification, from an accredited college or university.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s).
3. Verified keyboarding/typing score of 40 WPM net.
4. Verified machine stenography or stenography equipment score of 80 WPM 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.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Talking and communication with persons who are deaf/hard of hearing and/or persons who are hearing, via person-to-person, telephone and/or telecommunication device (TDD). Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

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

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (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:

District-issued/personal vehicle, specialty transcription equipment, video/audio recording equipment, various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.**