

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BRAILLIST**

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Class Code: 0170

Job Family: Para-Professional, Aides & Assistants

Classification: Support Staff

Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under general supervision, plans, coordinates, prepares, and supervises the production Braille textbooks and other specialized instructional materials for use in programs for visually impaired students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Transcribes books and other printed materials utilizing manual Braille machines and Braille computer software.
2. Prepares and transcribes print in both English and Spanish.
3. Researches cost of books to determine if feasible for purchase and production; communicates with publishers to obtain additional copies of books.
4. Reviews requests for Science and Math books for internal and external sourcing/production.
5. Operates Braille and thermoform duplicators.
6. Orders, catalogs, and maintains records of books, specialized materials, and equipment.
7. Confers with teachers to ascertain and establish production priorities.
8. Prioritizes and assigns Braille transcription production schedules for workers.
9. Develops criteria and implements quality control procedures.
10. Transports supplies and equipment from Depository and other agencies to Southern Desert Correctional Center.
11. Supervises, trains, and evaluates workers and students in the use of manual and computerized Braille equipment and transcription.
12. Communicates and corresponds with the Library of Congress to assist students in obtaining Braille Certification.
13. Develops and implements training practices and procedures, and determines worker/student progress.
14. Responsible for the maintenance, repair, and safe handling of equipment (Braille machines, computers and peripheral equipment, embossers, collators, binders, duplicators, etc.).
15. Compiles and maintains computer database to track training participants in the program, equipment, supplies, and to report statistical data.
16. Conforms to safety standards as prescribed by the District and the Department of Prisons (DOP).
17. Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves use and instruction of manual Braille machines, computers, mega dot software, embossers, and other specialized equipment in preparing instructional material for visually impaired students.

07/01/88

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#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Braille transcription, and proficiency in the operation of Braille machines.
2. Knowledge of computers and software applications related to assignment.
3. Knowledge of computer Braille software.
4. Ability to instruct/teach Braille transcription.
5. Ability to keep abreast of changing trends and standards in Braille transcription.
6. Ability to learn to perform preventive maintenance/repair on equipment.
7. Ability to supervise, train, and evaluate staff.
8. Ability to interpret and apply District and Department of Prisons rules, regulations, practices and procedures.
9. Ability to research and compile data for regular and special reports.
10. Ability to interpret, communicate, and apply oral and written instructions.
11. Ability to communicate effectively with individuals and/or large groups.
12. Ability to plan, organize, and schedule work assignments.
13. Ability to develop schedules to meet predetermined deadlines.
14. Ability to work flexible hours and shifts.
15. Ability to work cooperatively with district and prison staff, inmates, and outside agencies.
16. Ability to recognize and report hazards and to apply safe working 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. Two (2) years word processing experience.
3. Forty (40) hours Department of Prisons training.

##### Licenses and Certificates:

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.
3. Braille Certification by the Library of Congress.
4. Forty (40) hours of Department of Prisons training. (Must be completed within thirty (30) days of assignment.)

##### Preferred Qualifications:

1. Braille experience – (manual and computerized).
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 transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Current copy of driving history issued by the Department of Motor Vehicle.
3. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
4. Braille Certification by the Library of Congress.
5. Department of Prisons training, if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

#### EXAMPLES OF ASSIGNED WORK AREAS:

Extensive travel to and from Clark County School District facilities and other agencies.

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**WORK ENVIRONMENT:**

Strength: Medium/Heavy - exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly. Negligible amount of force to stand/walk/push/pull/carry.

Physical Demands: Occasional stooping, kneeling, crouching, and crawling. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens, or other monitoring devices. Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud 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:**

Braille transcribing machines, computers, peripheral equipment and software applications, typewriters, embossers, binding machines, collators, 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.

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