BRAILLIST
GRADE H

SCOPE OF WORK:

Work activities are associated with the responsibility for preparing information in alternative formats utilizing specialized technological equipment. The information includes but is not limited to items such as textbooks, newsletters, election ballots, catalogs, etc. Work activities are also associated with the responsibility for managing volunteer services at the North Dakota School for the Blind.

DUTIES PERFORMED:

- Convert information from printed format to disk to Braille and from disk to regular or large print or audio.
- Prepare tactile graphics including maps, charts, graphs, diagrams, etc.
- Develop and maintain a system of retention and record keeping of converted documents.
- Recruit, select, and train volunteers.
- Evaluate the need for and draft proposals on policies and procedures regarding the volunteer program; provide interpretation of policies and procedures.
- Schedule volunteer staff to perform scanning, proofreading, assembling, and other services; coordinate staff work assignments.
- Prepare and maintain billing records and other required documents.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of experience working with persons who have visual impairments. One year of experience must have included keyboarding or word processing. Also requires the completion of a college-level accredited Braille course or possession of the Library of Congress Literacy Braille Certification. College level coursework will substitute for the two-year work experience requirement on a year-for-year basis. Employees in this class must acquire the Library of Congress Literacy Braille Certification within one year of employment.

Eff. Date: 5/99
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