

Broadcast Captionist I

Position Details

Class Code: 0176

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under close supervision, the Broadcast Captionist I transcribes program materials from audio/video (A/V) recordings; sets-up and ensures proper working order of related A/V 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 steno captioning of prerecorded programs.
 3. Proofreads transcribed materials for accuracy.
 4. Updates and maintains job dictionaries.
 5. Maintains Caption Center standards of accuracy and consistency.
 6. Operates A/V 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.
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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 A/V equipment.
 3. Ability to perform 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/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/report hazards and apply safe work methods.
 10. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. 36 or more credits from an accredited college/university, including 18 or more credits in broadcasting/journalism-related courses.
3. Verified machine stenography or stenography equipment score of 80 words per minute (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 (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) 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/university.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university.
 3. Verified machine stenography or stenography equipment score of 80 WPM net.
 4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 5. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 6. Specific documented evidence of training and experience.
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Examples of Assigned Work Areas

District facilities, schools, and remote production locations.

Work Environment

Strength

Sedentary/light – exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Talking and communication, including with persons who are deaf/hard of hearing, in-person, via telephone, or via telecommunications device for the deaf (TDD). Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated 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, 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 noise levels ranging from moderate to loud 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 vehicles, specialty transcription equipment, A/V recording equipment, computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/01/23
- Created: 03/16/06