

Broadcast Captionist III

Position Details

Class Code: 0178

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, captions live newscasts, weekend public affairs programs, specials, and prerecorded edited materials.

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, specials, 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 audio/video (A/V) equipment, modems, computers, printers, and caption encoders/decoders.
5. Coordinates program content with production assistants and broadcast coordinators.
6. Assists in training, scheduling, and planning workflow of Broadcast Captionists I and II.
7. Assists in supervising and mentoring Broadcast Captionists I and II.
8. Provides input for technical skill evaluations of Broadcast Captionists I and II.
9. Assists in interviewing potential Broadcast Captionists I and II.

10. Assists division personnel with program activities, including Broadcast Captionist recruitment and retention.
 11. Transcribes audiotapes, videotapes, scripts, and live/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.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

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 A/V equipment.
 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 applies 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. Five (5) years' experience in preparing verbatim transcriptions of court proceedings, medical visits, or board meeting minutes from recording devices; or,

60 or more credits from an accredited college/university, including 18 or more credits in broadcasting/journalism-related courses, and three (3) years' experience as described above.

3. Verified machine stenography or stenography equipment score of 120 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 or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Ability to transcribe verbatim minutes using specialized recording equipment and take dictation (i.e., shorthand, speed writing, stenography, Dictaphone, etc.)
2. Currently in possession of one (1) of the following certifications:
 - Certified Court Reporter (Certified Court Reporters' Board of Nevada)
 - National Court Reporters Association certifications:
 - Registered Professional Reporter
 - Certified Communication Access Real-Time Translation Provider
 - Certified Broadcast Captioner
 - Certified Real-Time Reporter

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Verified machine stenography or stenography equipment score of 120 WPM net.
 3. Transcript(s) from an accredited college/university, if applicable.
 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 conference 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