

Class Code: 2185
Occ. Area: 02
Prob. Period: 12 mo.
Prom. Line: None
Eff. Date: 05/01/2024

LIVE CAPTIONER

Function of Job

Under the general direction of a supervisor/manager, the Live Captioner provides captioning services for students, staff, faculty, and the community. The Live Captioner provides real-time (live), word-for-word captions for live events, classes, discussions, and seminars. They provide access to live captioning services for those who are deaf or hard of hearing, those with auditory or language processing disorders, English language learners, and those who need captions to access audio content.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

A(n) Live Captioner typically-

1. provides live captioning for students for all types of classroom instruction (i.e., lectures, discussion, lab, pre-recorded and live online courses) and provides transcripts;
2. provides live captioning services for academic-related activities outside of traditional classroom instruction (i.e., group projects, internships, student-instructor meetings, and University sponsored events);
3. provides in-person and remote live captioning services via network/online streaming. Coordinates with other staff for quality connections and online live captioning;
4. troubleshoots and solves technical live captioning hardware and software issues;
5. produces transcripts from media used across campus;
6. researches terminology and incorporates it to provide meaningful text access for the Deaf and Hard of Hearing;
7. engages across the University with students, faculty, staff, and the Disability Resource Staff to provide a high level of captioning service to the community;
8. participates in regular staff meetings, committee work, and in-service training workshops;
9. obtains and reviews related materials before providing live captioning services;
10. performs other closely related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY THE PLACEMENT OFFICER

1. Any one of the following qualifications:

- A. Three (3) years (36 months) of professional experience performing live captioning or live transcription.
- B. Current live captioning certification such as Registered Professional Reporter (RPR), Certified Real-Time Reporter (CRR), Certified CART Provider (CCP), Certified Broadcast Captioner (CBC), Registered Merit Reporter (RMR), or Registered Diplomate Reporter (RDR), or Certified Verbatim Reporter (CVR).

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge, awareness, and cultural sensitivity in working with people who are deaf and hard of hearing.
2. Working knowledge of disability concerns, accessibility laws, and the value of disability within a diverse context.
3. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill with attention to detail.
5. Skill in effective time management to meet deadlines.
6. Ability to type in real-time at the required average minimum speed of 260 WPM and 98%+ and accuracy rate across various subject areas.
7. Ability to meet technical captioning standards in various acoustic environments, including but not limited to lectures, discussions, and labs.
8. Ability to accept scheduling assignments that vary in content and time of day from semester to semester.
9. Ability to transport captioning equipment to assigned locations on campus daily.
10. Ability to work independently.