

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

BRAILLIST

Under general supervision, transcribes a wide variety of instructional materials into Braille and large type; to tape record textbooks, novels and related materials; to perform responsible clerical work and to do related work as required.

DUTIES AND RESPONSIBILITIES

1. Transcribes a wide variety of instructional materials such as daily assignments, tests, workbooks and other reading material into Braille and large type for use by visually handicapped students.
2. Operates **Braillewriter**, large print typewriter and other related office equipment.
3. May record educational material on tape.
4. Prepares tactile materials for book illustrations.
5. Prepares diagrams in Braille for maps and problems in mathematics.

MINIMUM OUALIFICATIONS:

High School education or equivalent and one year of **Braille** experience of varied materials with increasing difficulty.

REQUIRED LICENSE:

A Library of Congress Certificate of Efficiency as a Braille transcriber