



Example of Transcriber Job Description

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Our company is growing rapidly and is looking to fill the role of transcriber. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for transcriber

- Inputs data for conversion through various programs such as Scientific Notebook, PDF converter, Abby Fine Reader, Adobe Acrobat Professional to convert into Braille, electronic text and large print
- Scans documents, textbooks, handouts, and class notes into a PDF document to be converted to electronic text, Braille, or large print
- Edits all documents in preparation for distribution or Braille conversion
- Maintains statistics and distribution logs on documents and text books converted to alternate mediums
- Maintains confidentiality regarding all content of material produced
- Interfaces with the students to discuss distribution needs for alternate media formats
- Establishes production schedule based on the students' syllabi for each course
- Maintains a database of documents transcribed
- May serve as an exam aid during testing for a student with vision loss and blindness
- Log and transcribe live archived shows

Qualifications for transcriber

- Please refer to "Conditions of Employment."
- Click "Print Preview" to review the entire announcement before applying
- Previous experience with speech recognition software, such as IBM ViaVoice

- 1-2 years of working experience in the Call Center industry is preferable
- At least a Bachelor's/College Degree is preferable (no studies in progress)