



REAL TIME CAPTIONER

SALARY GRADE: [C1-59](#)

DEFINITION:

Under the direction of an assigned supervisor, provide real time captioning of classroom lectures, academic activities, and campus events for Deaf and hard-of-hearing students, staff, and faculty using stenographic machine, computer, and captioning software.

DISTINGUISHING CHARACTERISTICS:

A Real Time Captioner is distinguished by their technical training in court reporting steno methods and theories. Captioner must research technical terminology related to assignments and continually develop and modify custom software dictionaries to ensure the efficiency and accuracy of translation. Must be able to caption at a rate of 200 or more words per minute; be fully proficient in using, maintaining, and troubleshooting court reporting steno equipment, real time software, computer systems, and equipment used in real time captioning

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide real time captioning with the speed and accuracy needed for classroom lectures, academic activities, and campus events with an easily readable format; provide a communication link between the student and instructor.
2. Provide captioning using appropriate notation, correct spelling and punctuation; indicate change of speakers and inaudible information.
3. Maintain and upgrade steno-captioning academic dictionary
4. Create and edit transcripts.
5. Caption videotapes using real time captioning equipment and software.
6. Use overhead projector in conjunction with real time captioning equipment to make text readable to large audiences.
7. Collaborate with staff, faculty, and students to further develop the captioning program; assist with developing policies and guidelines related to the captioning program.
8. Remain current regarding developments, trends, techniques, and technology in the field of real time captioning.
9. Assist with the orientation and training of new captioners.
10. Assist with individual projects during non-captioning hours as assigned.
11. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Court reporting methods and theories, real-time software and technology, and the computer systems and equipment used in real time captioning

2. Comprehensive knowledge of the English language, including grammatical structures, syntax, and punctuation; listening skills to be able to listen for continuity, sense and detail while translating; working knowledge of the language and vocabulary used in the assigned translating situations.
3. Thorough knowledge of the NCRA Code of Professional Ethics and guidelines for CART Providers specific to the interpreting environment following the RID Code of Ethics.
4. Appropriate roles, ethical standards and individual responsibilities relating to working with Deaf and hard-of-hearing students with ability to incorporate them in the context of daily work activities.
5. Interpersonal skills using tact, patience, and courtesy.
6. General knowledge of the Deaf and Hard-of-Hearing culture.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Caption at 200 words or more per minute with a high level of accuracy (97%)
3. Show proficiency in real time writing and be able to write conflict free, with punctuation, and sustain accuracy in fast-paced stressful situations.
4. Possess and be able to develop and maintain a thorough dictionary that enables accurate and fluid translation (typically at least 30,000 entries); be proficient in using the dictionary; and to continually expand the dictionary with technical terms.
5. Possess advanced editing skills.
6. Indicate in real time captioning changes of speaker, words not in stenographic dictionary, and inaudible passages.
7. Operate a stenographic machine and portable computer.
8. Use standard overhead projector equipment.
9. Transport to classrooms and other sites a stenographic machine and notebook computer.
10. Set-up real time captioning equipment with minimal distraction in classrooms and other settings.
11. Analyze and troubleshoot basic equipment and software problems.
12. Maintain confidentiality

Education and Experience

Any combination equivalent to:

1. Completion of a Court Reporting Program
2. Three (3) years post secondary level, real time captioning experience.

Preferred Qualifications:

1. Five (5) years post secondary level, real time captioning experience.
2. CRR Certification preferred.

SPECIAL REQUIREMENTS:

1. Essential duties require the following physical abilities and work environment:
 - a. Ability to work in a standard classroom environment and to sustain repetitive motion of arms, wrists and hands for intervals of time; availability for evening and weekend work.
 - b. Because these systems are highly personalized, incumbents typically are required to provide their own equipment and software including real time capable steno machine, laptop computer, display monitor for individual(s) being served, current software for real time translation, real time cables, and other items for set-up and ensuring minimal interruption of translating (e.g., extension cords, extra battery, power surge protector).

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Classroom environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing or sitting for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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