

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Captionist/Transcriptionist I  
Code: 19032  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Student Disability Services  
Reports To: Coordinator of Deaf/Hard of Hearing Services

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## *Summary*

- Function: To provide accurate computer-aided speech to text service for class lectures, discussions, announcements, recordings, meetings, and related academic/student affairs settings to ensure communication access and equal opportunity for registered students with disabilities.
- Scope: Responsible for providing speech to text services for deaf/hard of hearing students registered in Student Disability Services.

## *Duties*

- Typical:
  1. Provide real-time captioning for class lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using computer aided technology for students who are deaf/hard of hearing and are registered with Student Disability Services.
  2. Accurately transcribes verbal information and video materials as needed in both academic and student organizations as assigned.
  3. Works with instructors to gain understanding of relevant concepts to better facilitate captioning for deaf/hard of hearing students.
  4. Works effectively in teams with other captionists
  5. Prepares for classes by reviewing syllabi, notes, text and by developing a comprehensive glossary for a particular subject or class.
- Periodic:
  1. Reports any student related concerns to the Coordinator of DHHS.
  2. Participates in department and division-wide quality improvement activities, trainings and meetings as necessary.
  3. Assists in other duties throughout department when requested (i.e. proctoring of tests).
  4. Other duties as assigned

### *Education*

<b>Required</b>	<b>Preferred</b>
High school diploma or GED	Some college coursework with a GPA of 3.0 or higher.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Pass typing test with 55 wpm limited errors.	Experience using Microsoft Word, Outlook and Excel.
Experience using a word processor and/or laptop to type information.	Pass typing test with 60 wpm limited errors.
Successfully complete training program provided by Student Disability Services Office.	
Proficiency in the use of English grammar, spelling and auditory listening skills.	
Ability to quickly understand and condense information while typing.	
Criminal Background Check (CBC).	

### *Experience*

<b>Required</b>	<b>Preferred</b>
None.	N/A

### *Equipment*

<b>Required</b>	<b>Possible</b>
Laptop and standard office equipment	Knowledge of computer programs/software used for captioning and transcribing

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
General classroom, lecture hall, laboratory environments and office	May require evening and weekend work assignments
	May have assignments at both the downtown and main campus

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision with periodic review for effectiveness and efficiency	None

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.