



Computer-Aided Transcriber

Classification Title	Class Code	Date Established
Computer-Aided Transcriber	7180	08-02-06
Computer-Aided Transcriber - 8/12	7210	08-02-06
Hourly Interpreter/Realtime Captioner/ Computer-Aided Transcriber	7193	08-02-06

OVERVIEW:

Computer-Aided Transcribers use a laptop computer and computer-aided speech-to-print transcription system to provide communication access services to consumers such as Deaf or Hard-of-Hearing individuals, or persons with disabilities including include students, faculty, staff, and university guests. Incumbents facilitate communication by creating realtime meaning-for-meaning text of spoken English, which is simultaneously displayed on a screen visible to the consumer. Transcribers also assist consumers with concurrent participation in the communication process by voicing questions or comments that the consumer has entered to the system.

Computer-Aided Transcribers are distinguished from Realtime Captioners by the methods, systems and software used. While Computer-Aided Transcribers use computer-aided speech-to-print transcription systems to create meaning-for-meaning transcriptions, the Realtime Captioner is distinguished by the use of court reporting steno methods, equipment, and realtime technology to provide realtime word-for-word transcriptions. Incumbents are distinguished from Notetakers in that Transcribers are actively involved in facilitating interactive communication between the consumers and others through the use of computerized systems and realtime technology and software.

TYPICAL ACTIVITIES:

Computer-Aided Transcribers use a laptop computer and computer-aided speech-to-print transcription system, which enables incumbents to create meaning-for-meaning, realtime transcriptions of spoken English, in such settings as the classroom, student-teacher conferences, and/or other academic, instructional or administrative situations. Transcribers may use a combination of speed typing, automatic speech recognition, text condensing strategies, and phonetic and/or spelling abbreviations to produce realtime transcriptions. Consumers read the text on another computer screen or other device as it is being created. While Computer-Aided Transcribers provide a meaning-for-meaning transcription, it is close to verbatim. Transcribers capture all spoken content, but are trained to omit such things as false starts, repetitions, and other non-meaningful speech. In addition, incumbents often provide consumer(s) with an electronic, disk, e-mail, or hard copy version of the final, edited transcript.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a thorough knowledge of the specialized computer-aided speech-to-text software and transcription system they are using, including a thorough knowledge of standard spelling and/or phonetic abbreviations, text condensing strategies, and automatic speech recognition involved in creating meaning-for-meaning translations; working knowledge of the computer equipment used, language and vocabulary used in assigned translating situations, and the industry's code of ethics; and familiarity with Deaf and Hard-of-Hearing Culture.

Abilities:

Incumbents must be able to proficiently use specific speech-to-text software and word condensing strategies to ensure the accuracy of transcriptions; speed type at a minimum rate of 55 to 60 words per minute; demonstrate proficient English grammar and editing skills; maintain confidentiality; and work in stressful situations requiring constant attentiveness. Incumbents must possess strong listening skills, phonetic aptitude, and language skills to ensure transcription of the full meaning intended by the speaker(s).

Education and Experience:

Familiarity with academic higher education: attendance at a post-secondary institution may be necessary to understand and provide accurate transcriptions of the language and vocabulary used in the various academic, instructional, and/or administrative situations. Typically, three to six months of related experience, preferably in a higher education setting, are necessary to meet the requirements of most transcribing assignments.

Certification:

Certification in the applicable computer-aided transcribing system is preferred.