

## FOLKLORE TRANSCRIBER I

### NATURE OF WORK

This is moderately difficult work in the transcribing of a variety of material for the MUN Folklore and Language Archive.

Work involves the transcription of materials, including stories, conversations, songs, poetry and plays in various dialects from tape recordings for an accurate and complete archive record. Work also includes the filing of such materials upon review of immediate supervisor. Employees in this class receive training in the transcription of such materials and remain in this class until a high degree of proficiency is obtained in preparing materials. Work is performed under the supervision of an administrative supervisor and reviewed for content and accuracy.

### ILLUSTRATIVE EXAMPLES OF WORK

Receives specific work assignments from immediate supervisor; reviews nature of tape with immediate supervisor; discusses peculiarities or format requirements, as required.

Transcribes materials from tape recordings; prepares materials according to detailed instruction; denotes various characteristics of taped materials; forwards completed work to immediate supervisor for review; discusses errors as necessary; makes appropriate modifications.

Discusses unusual or unclear words or phrases with other transcribers or immediate supervisor.

Files completed transcription in appropriate location by accession number upon review and approval of material by immediate supervisor.

Types routine correspondence, memoranda and reports as assigned using word processing software.

Performs related work as required.

### REQUIREMENTS OF WORK

Experience in moderately difficult and varied clerical work; graduation from high school, including or supplemented by courses in business education and typing; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the efficient operation and care of a personal computer, including word processing, Microsoft Office, and other standard office software.

Knowledge of the specialized terms and terminology relative to the material transcribed.

Knowledge of the regulations, procedures and services of the MUN Folklore and Language Archive.

Knowledge of the office practices and procedures and of business English, spelling and innumeracy.

Knowledge of the efficient operation and care of a personal computer.

Ability to keep moderately complex records, to assemble and organize data and to prepare reports from such data.

Ability to understand and follow oral and written instructions.

Ability to type rapidly and accurately from rough draft, copy or dictating machine using word processing software.

Ability to take and transcribe oral dictation with speed and accuracy if required in the specific assignment.

Ability to deal with public tactfully and courteously and to work harmoniously with other employees.

Skill in the use of a personal computer

**0040**

**1992.12.03**

**Revised: 2004.01.05**