

## **FOLKLORE TRANSCRIBER II**

### **NATURE OF WORK**

This is 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 completion. Work of this class differs from that of the Folklore Transcriber I in the requirement for a higher degree of independent judgement and the responsibility for work performed. Work is performed with considerable independence under the general supervision of an administrative supervisor, who provides instructions on new assignments or policy. Supervision received is in the form of discussion and observation of results obtained.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Receives list of materials and corresponding tapes to be typed from immediate supervisor; selects material to be transcribed and sets own priorities for completion.

Transcribes materials from tape recordings; prepares materials according to prescribed format; indicates individual speakers, background noise, unclear passages, various accents and other characteristics of taped materials.

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

Files completed transcription in appropriate location by accession number.

Types routine correspondence, memoranda and reports as assigned.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Experience in moderately difficult and varied clerical work supplemented by experience in the transcription of a variety of materials in various dialects from tape recordings; 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.

Considerable 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 office practices and procedures and of business English, spelling and innumeracy.

Knowledge of the efficient operation and care of word processing software.

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

Ability to understand and follow oral and written instructions.

Ability to type rapidly and accurately from rough draft, copy or dictating machine.

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.

**0041**

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