

Transcriptionist

Position works with Archives and Collection Staff to make historic text resources accessible. This includes obituaries, books, plat maps, ledgers, oral histories, etc. This role can be combined with Digital Scanning duties for complete projects.



DUTIES:

- Raw Typing
 - Converting paper or scanned documents into typed text, manually or via text recognition software
 - Creating indexes
- Proof Reading and Fact Checking
 - Comparing original document and typed text to assure accuracy
 - Maintain formatting according to SCHS standards
 - Basic to in-depth research

LOCATION:

Transcription work may be completed either at the Steele County History Center or at your home – dependent on project.

TIME COMMITMENT/REGULARITY:

Recommended minimum of 2 hour sessions. Regularity will vary based on the specific project.

SKILLS:

- Basic computer typing
- Basic to intermediate internet use
- Microsoft Word and Excel
- Keyboard shortcuts

TRAINING:

Training will be provided for SCHS formatting standards. Initial commitment of 1 hour is required for training.

CONTACTS:

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