



## **CART Captioner (1099 Independent contractor)**

**Thank you for your interest in working with Vital Signs LLC! Please see below for job details and feel free to contact us at [HR@VitalSignsLLC.net](mailto:HR@VitalSignsLLC.net) for more information!**

### Minimum Qualifications

- Graduation from a court reporting school and CSR license
- A National Court Reporters Association (NCRA) Certification
- At least 2 years of experience providing real-time captioning
- Proficiency in computer-aided transcription software
- Thorough knowledge of court reporting methods and theories, real-time software and technology, real-time captioning computer systems and equipment and the industry-recognized code of ethics

### Responsibilities/Qualifications

- Provide immediate verbatim translation of spoken English into text so the consumer can read the text on a laptop, computer screen or other display device as it is created.
- Provide a complete transcript of all spoken words and environmental cues
- Provide consumer with an electronic form, email, or hard copy version of the final, edited transcript as agreed upon with the consumer.
- Maintain professionalism through appearance, attitude and posture
- Possess the ability to quickly learn and implement new and changing technologies
- Conduct themselves in a professional manner, even when off duty
- Maintain good attendance
- Work with honesty and integrity
- Display a positive and respectful attitude

If this job seems like a good match for your skills and our values match yours, please email [HR@VitalSignsLLC.net](mailto:HR@VitalSignsLLC.net). We would love to work with you!

Thank you!

At Vital Signs, communication and connection are the heart of what we do.

[VitalSignsLLC.net](http://VitalSignsLLC.net) | [Info@VitalSignsLLC.net](mailto:Info@VitalSignsLLC.net)