



TypeWell Transcriber (W2 employee)

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 for more information!

The TypeWell Transcriber is a quick typist that will transcribe meaning-for-meaning what is spoken during an assignment using the TypeWell software. The consumer receiving the service will view the transcription, in real-time, from a reader device, and will also be able to type in questions or comments that the provider can voice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Quick typists with strong listening skills and grammar skills
- Capture Spoken content, word for word, into a written form, using the TypeWell software
- Create a high level, easy to read transcript
- Accurately complete assigned tasks/duties, projects and paperwork promptly and within approved guidelines
- Work effectively in a team environment; receive support from and provide support to colleagues
- Provide impartial services while maintaining confidentiality
- Maintain professionalism through appearance, attitude, and posture
- Possess the ability to quickly learn and implement new and changing technologies
- Identify and upload specific vocabulary that will be used in classrooms
- Other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma, equivalent GED required, college degree preferred
- Passing the TypeWell™ Basic Skills course with a qualified passing score
- Must have minimum of 60 wpm with little to no errors
- Outstanding oral and written communication skills
- Must have reliable transportation
- Require little to no supervision
- Excellent time management skills



- Ability to troubleshoot computer or networking problems with or without support
- Advanced interpersonal skills and ability to interact with colleagues from a variety of backgrounds (customers, colleges and management)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- The employee frequently is required to sit and use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; and reach with hands and arms.
- While performing the duties of this position, the employee is regularly required to talk or hear.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate and is based on the remote environment chosen by the employee.
- The employee may occasionally lift and/or move up to 25 pounds.

BENEFITS

Vital Signs offers several benefits to our full-time employees. Some benefits include:

- Medical Benefits (Health, dental, vision, life insurance, supplemental life, disability insurance, etc.)
- Paid Time off (PTO)
- Sick and Safe Leave (SSL)
- Travel stipend
- Paid Holidays
- Paid TypeWell software license

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

Thank you!