

# 508 REMEDIATOR

## SKILLS

1. Familiarity with Acrobat Pro or DC interface;
2. Familiarity with Microsoft Office, including the application of styles, table creation, margins, sections, headers, footers, and basic document creation using those elements.
3. Familiarity with Windows 7 and 10 interfaces;
4. Ability to take good, legible notes for later reference;
5. *A plus*: concept-level familiarity with HTML markup and how it treats structure.

## JOB REQUIREMENTS

This job initially involves what we call "remediating documents for 508 compliance," which requires editing Adobe Acrobat PDFs so that screen readers, typically used by low-vision and, especially, blind people, can read the documents clearly with the structure intended by the authors. This is an exacting process, with many requirements and variables that takes a skilled and experienced hand to complete adequately. We will also train successful applicants to render Microsoft Office documents compliant.

Ideally applicants should be:

1. **Detail-oriented and thorough.** Willing to engage in repetitive tasks without error;
2. **Intellectually curious.** With an aptitude for problem solving;
3. **Resilient.** This skill takes months to learn how to do well, and applicants will make many mistakes.
4. **Committed.** Our investment in applicants' training requires a commensurate time investment on their part.