

## Transcriptionist (Temporary)

<b>Job Requisition</b>	JR-2024-259 Transcriptionist (Temporary) (Open)
<b>Job Family</b>	CUPE
<b>Start Date</b>	2024-10-10
<b>End Date</b>	2024-10-25
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Transcriptionist--Temporary-_JR-2024-259">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Transcriptionist--Temporary-_JR-2024-259</a>
<b>Description</b>	

Internal Closing Date:

Oct 18, 2024

External Closing Date:

Oct 25, 2024

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

29.03

Effective immediately to September 12, 2025. Subject to return of incumbent.

Reporting to the Manager, Administrative Support & Training, this position transcribes oral recorded statements made to the RCMP. Through the course of his/her duties, the incumbent will be exposed to graphic and disturbing information. The work is routine and repetitive and requires a significant level of speed and accuracy. Periods of concentrated attentiveness are involved.

Duties Include:

- Transcribes witness and warned statements made to the RCMP.
- Coordinates transcription work to ensure detachment priorities are being met.
- Maintains a transcription log for all statements.
- Reviews transcribed statements for completeness, accuracy, grammar, and ensures correct formatting.
- Resolves incomplete information, inaccuracies, and similar inconsistencies within the established guidelines and refers to appropriate staff, when required.
- Ensures statements are purged/deleted from the computer system, when appropriate.
- Covers front counter and switchboard on an ad hoc basis.
- Performs other related duties.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of an Office Administration certificate, Legal Secretary certificate, or other related education.
- Transcription or related experience.
- Valid B.C. Driver's License.

- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Minimum typing speed – 60wpm.
- Ability to work with limited supervision.
- Possesses demonstrated interpersonal abilities and communicates effectively and tactfully with staff members.
- Ability to operate transcription equipment and relevant software.
- Ability to effectively manage exposure to graphic and disturbing information.
- Ability to concentrate and focus for extended periods of time.
- Sound knowledge and skill in the operation of computers with reasonable speed and accuracy.
- Demonstrated ability using word processing software such as Word and Excel.
- Ability to obtain and maintain a Police Information Check.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Fixed Term (Under 1 Year) (Fixed Term)
<b>Location</b>	Detachment Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Administrative & Support Services - RCMP