

HEAD TRANSCRIPTIONIST

Regular Full-Time

Police Support Services / Administrative Services

Use Your Diligent and Meticulous Transcription Skills to Assist the RCMP

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

Join the Police Support Services team, where your skills in quality and accuracy will be essential. In this position, you will be responsible for typing oral statements made to the RCMP, as well as handling data entry and extraction from various computer systems. Additionally, you will oversee the transcription area, which includes supervisory tasks such as scheduling, prioritizing work, training staff, ensuring quality standards are met, and serving as a resource for other transcriptionists. Strong customer service and teamwork skills are crucial for success in this role. Please note that you will frequently encounter extremely graphic and disturbing information.

About Your Background:

Along with a grade 12 diploma, you have at least three years of relevant office experience including experience in transcribing oral statements, and at least two years of supervisory experience. As the ideal candidate, you thrive in a demanding police environment, are exceptionally attentive to detail, and are able to sustain extended periods of precise concentration. A typing speed of 60 wpm is required, and the ability to accurately transcribe oral statements. Strong computer skills are essential in this role. Ideally, you've completed a supervisory training program and have a law enforcement related background. **As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Enhanced Reliability Status.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:

- Track incoming and outgoing requests, liaising with RCMP members.
- Precisely transcribe audio recordings that include 911 calls, witness, and victim statements.
- Enjoy a competitive wage of \$34.67 to \$35.45 (wage under review) per hour plus an excellent benefits and pension package.

If you are interested in joining our team, please apply by March 25, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.