

## 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 and professional development, we offer a safe and supportive workplace in which to serve our community. The City of Prince George is committed to fair and equitable hiring practices. We believe our workforce should reflect the diverse community we serve and that diversity fosters innovation, enhances service delivery, and is a benefit to all.

#### About The Opportunity:

As part of the City's Police Support Services team, the transcriptionist is responsible for transcribing oral statements made to the RCMP. This position involves not only transcribing spoken words but also entering and extracting data from various computer systems to ensure accurate record-keeping. The role may involve exposure to extremely graphic and disturbing information. The work is routine and repetitive, requiring a high level of speed and accuracy, as well as extended periods of focused attention.

#### About Your Background:

As the ideal candidate, you have completed your high school education and possess at least one year of general office experience, including prior experience in transcribing oral statements. You excel in a team environment and have a typing speed of at least 60 words per minute. Your attention to detail is exceptional, and you can maintain precise concentration for extended periods. Strong customer service skills and a focus on teamwork are essential for this role. **The successful candidate must be able to obtain and maintain Enhanced Reliability Status as a condition of employment, in accordance with the Government of Canada's Directive on Security Screening. Applicants must provide a complete and verifiable five (5) year history, including residences, employment, education, and other activities, with no unexplained gaps. Periods of six (6) consecutive months or more spent outside Canada must be disclosed and may require additional verification. Screening may include identity verification, criminal record checks, reference checks, credit check and other background inquiries relevant to the position.**

#### 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 statements, and victim statements.
- Enjoy a competitive wage of \$34.59 - \$35.30 (wage under review) per hour plus an excellent benefits and pension package.

If you are interested in joining our team, please apply by October 23, 2026 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.