



AUDIO TRANSCRIPTION CLERK

COMPETITION: #22105-50054157

SECTION: Police Transcription Service Unit
STATUS: Temporary full-time
DURATION: Until approximately March 31, 2023 (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Four-day compressed workweek
7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 15 - \$26.87 to \$31.56 per hour
COMPETITION END DATE: Friday, November 18, 2022

Responsible for producing verbatim transcripts from digital audio files using transcription software and equipment.

ESSENTIAL DUTIES

- Transcribes verbatim sensitive digital audio files received from various units (Homicide, Robbery & Assault, Arson, Sex Crimes, Patrol) of various sound quality
- Transcribes audio from 911 calls, radio transmission calls, pre-trial phone conversations, and voicemail recordings
- Converts audio and video to suitable formats using the VLC Media Player when necessary
- Extracts audio from video files received
- Uses Start/Stop and FTR Audio/Video programs
- Transcribes in accordance with the Police Transcription Service Unit business rules
- Transcribes audio at a rate where one minute of audio can be transcribed in approximately seven minutes
- Listens to explicit descriptions of crimes and crime scenes that may be disturbing
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Minimum 60 words per minute typing
- Accurate transcription, spelling, and grammar
- Attention to audio detail as it pertains to the context of the file being transcribed
- Good hearing and excellent listening skills
- Ability to maintain effective working relationships in a team environment

Preferred:

- Working knowledge of police processes
- Working knowledge of Start/Stop, FTR Player, VLC Media Player

EXPERIENCE

- Experience in transcribing from transcription equipment

EDUCATION

- Grade 12



OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required.

SELECTION PROCESS

Candidates will be required to pass tests for typing (60 WPM), grammar, spelling, Word, Excel, and audio transcription.

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**