



# AUDIO TRANSCRIPTION CLERK

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**COMPETITION: #2317-50054155**

**STATUS:** Temporary full-time  
**DURATION:** Until approximately July 26, 2023 (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)  
**SECTION:** Police Transcription Service Unit, Information Management Section  
**HOURS OF WORK:** 4-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, March 24, 2023

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), and 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 PTSU 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, and 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, and 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](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. of the closing date. **The competition number must be indicated on the subject line in the email.**