



# POLICE AUDIO TRANSCRIPTION CLERK

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**COMPETITION: #2406-50176370**

**SECTION:** Police Transcription Service Unit, Information Management Section  
**LOCATION:** 3585 Graveley Street  
**STATUS:** Temporary full-time  
**DURATION:** Approximately 4.5 months (*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:** Thursday, February 23, 2024

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 VCL Media Player when necessary
- Extracts audio from video files received
- Uses Start/Stop and FTR Audio/Video programs
- Transcribes in accordance with the ATU 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 Audio, VCL 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 a typing (60 WPM), grammar, spelling, and an audio transcription test.

***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 in the subject line of the email.**