



AUDIO TRANSCRIPTION CLERK

COMPETITION: #25133-50177904

SECTION: Police Transcription Unit, Information Management Section
LOCATION: 3585 Graveley Street, Vancouver
STATUS: Regular full-time
HOURS OF WORK: Four-day compressed workweek
Thursday to Sunday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 15 - \$29.20 to \$34.30 per hour
COMPETITION END DATE: Wednesday, September 3, 2025

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 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 Audio, VCL Media Player

EXPERIENCE

- Transcribing from transcription equipment

EDUCATION

- Completion of secondary school, or equivalent, at minimum

OTHER REQUIREMENTS

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



SELECTION PROCESS

Short-listed candidates will be required to pass a typing (60 WPM), grammar, spelling, and audio transcription test in order to move forward in the hiring and interview process.

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. on the closing date. **The competition number must be indicated in the subject line of the email.**