



CLERK TYPIST III

COMPETITION: #25133-50177904

SECTION: Police Transcription Unit, Information Management Section
STATUS: Regular full-time
LOCATION: 3585 Graveley Street, Vancouver
HOURS OF WORK: Four-day compressed work week
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 1 minute of audio can be transcribed in approximately 7 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

Preferred:

- Experience in transcribing from transcription equipment

EDUCATION

Preferred:

- 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. Enhanced Security Clearances will be renewed every 5 years or as required.

Selection Process:

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

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.**