POLICE TRANSCRIPTION CLERK

COMPETITION: #26160-50177906

SECTION:	Police Transcription Services Unit, Information Management Section
STATUS:	Temporary full-time *(Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting)*
DURATION:	One year
HOURS OF WORK:	4-Day Compressed Work Week Thursday to Sunday, 7 a.m. to 4 p.m.
SALARY:	Pay Grade 15 - $31.13 to $36.57 per hour
COMPETITION END DATE:	Thursday, November 26, 2026

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

ESSENTIAL DUTIES

- Transcribes verbatim a variety of audio and video recordings into accurate, complete, and properly formatted documents in accordance with the Police Transcription Services Unit Business Rules
- Transcribes recordings received from various units within each division of the Vancouver Police Department that could include graphic descriptions of crimes and crime scenes that may be disturbing
- Handles highly sensitive and confidential information in accordance with VPD Handling of Designated and Classified Information policy
- Maintains strict confidentiality and discretion when transcribing and accessing police files to review, cross-reference, and verify information
- Transcribes at a rate of 1:6, where one minute of audio can be transcribed in approximately six minutes
- Manages competing transcription priorities while meeting established deadlines
- Uses Omniversal Start/Stop and FTR transcription software and transcription foot pedal
- Downloads recordings from DEMS as needed
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Accurate transcription, spelling, grammar, and punctuation
- Attention to detail and contextual judgment
- Excellent listening skills and the ability to distinguish between speakers, capture dialogue including interruptions, overlapping speech, inaudible or unintelligible portions, and non-verbal vocalizations where required
- Ability to conduct online research to verify information
- Ability to maintain effective working relationships in a team environment
- Proficiency in MS Word

Preferred:

- Working knowledge of police processes, including police terminology and commonly used jargon
- Working knowledge of Start/Stop, FTR Audio, Omniversal
- Working knowledge of Versadex, PRIME, DEMS, MS Excel

EXPERIENCE

Preferred:

- Experience in transcribing from transcription equipment

EDUCATION

- Secondary education supplemented by additional related courses and/or equivalent of education and experience

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

Candidates will be required to pass a typing (60 WPM), grammar, spelling, and transcription test.

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. **Indicate the competition number in the subject line of the email.**