



Delta Police Department

Clerk Typist 2

Posting #: CI18-30	Posting Date: September 19, 2018	Closing Date: September 26, 2018	
Affiliation: CUPE	Status: Regular Part-Time Start Date will be late October 2018	Salary: Pay Grade 13 \$ 22.98 - \$ 26.91 per hour	Hours: 8am – 4pm

Nature and Scope of Work:

This position reports to the Transcription Supervisor. The Clerk Typist's role is to transcribe interviews and statements verbatim with accuracy for ongoing police investigations, include both audio and video content. This position involves minimal supervision, therefore a strong ability to work with own initiative and effectively within a team is required. The Clerk Typist's role is very deadline driven, and the applicant must be able to effectively handle the confidential and stressful nature of the material.

Required Knowledge, Abilities and Skills:

- Strong comprehension and transcription skills, with emphasis on accuracy and attention to detail
- Excellent spelling and grammar skills
- Ability to work on own initiative with a minimum of supervision
- Ability to meet task deadlines
- Ability to work effectively within a team
- Ability to handle the confidential and sensitive nature of the material

Desirable Training and Experience:

- High School Grade 12
- Previous transcription experience, preferably in a Police environment
- Proficient computer skills including keyboarding, Microsoft Word and Excel
- Minimum typing speed of 45 w.p.m.

Required Licenses, Certifications and Registrations:

Security clearance is required and will be maintained throughout employment.

Hours of Work:

28 hours per week, Monday to Friday, (hours are flexible)

Resume and Cover Letter for this position must be submitted to **Katie Pokorna, Human Resources Assistant** at kpokorna@deltapolice.ca by **1630 hours on the closing date indicated above**. When applying for this position, please quote posting number.