



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of

Part-Time – TRANSCRIBER

(12 hour shift schedule – Days and Nights)

Rates as per the Sudbury Police Civilian Association:

Training Wage- \$18.71

Year 1- \$22.01

Year 2- \$23.49

Year 3- \$24.49

Year 4- \$25.45

Year 5- \$29.42

This position requires on the job training. Applicants are required to be available for full time hours during the training period.

Under the general supervision of the Manager of Records and Customer Service, the Transcriber is responsible for providing transcription services utilizing the Records Management System (RMS) and other software, to ensure the accurate and efficient record of Police reports.

Duties

- Provide assistance to officers and civilians as required, regarding proper dictation methods and the reports submitted to the current Records Management System.
- Process of all Traffic Reports, including those submitted by the Collision Reporting Centre (CRC) and the maintenance of daily statistics and Traffic Report (TR) Ledger;
- Provide Scribe duties for all major incidents.
- Create all occurrences and the subsequent maintenance of reports and flags for the Community Offender Management Program.
- Create all occurrences and input information for the Autism Registry.
- Provide quality and accurate transcription of Police reports by:
 - Typing from dictation storage tanks, electronic documentation, and hardcopy reports into Records Management System.
 - Preparing crown transcript requests for CD/DVD interviews using Start-Stop software.
 - Creating Occurrences and inputting information from COPLOGIC on-line reports.
 - Adding police reports from Records Branch ghost number using CAD details.
 - Adding Missing Person initial reports and Missing Person Located supplementary reports received via fax from group homes to Niche.
 - Typing Court Charge Information and Remands for WASH Court.
 - Proofreading completed work, correcting errors in grammar, spelling, punctuation, and content to ensure accuracy and completeness.
 - Creating RMS tasks to Platoon ghost numbers for missing mandatory information.

Applicants must meet the following minimum requirements:

Qualifications:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Good knowledge of office procedures and routines through related experience.
- Must be able to meet standards of a Spelling and Grammar Assessment
- Demonstrated computer competency in using programs such as Microsoft Word/Excel/Windows
- Demonstrated analytical thinking, observation, and problem solving skills.
- Keyboarding to a minimum of 50 wpm.
- Must be available to work shift work (days and nights)
- Must be psychologically fit to perform the duties
- Knowledge of Police Service activities, police protocol, and procedures necessary to ensure accuracy and completeness of documents considered an asset
- Knowledge and functional use of current Records Management System's is considered an asset
- Bilingualism (English/French) considered an asset.

Skills:

- Strong interpersonal, oral, and written communication skills.
- Proven organizational, time-management, and motivational skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain accuracy with a large volume of work.
- Ability to organize and prioritize work, using initiative and judgment.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

We thank all Applicants; however only those selected for an interview will be contacted.

Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of a Application for the position of Transcriber is required

<https://www.gspcs.ca/en/jobs-and-opportunities/resources/Documents/Fillable-Transcriber-Application.pdf>

Submit applications by e-mail to GSPS.HR@gspcs.ca or by mail to:

**Greater Sudbury Police Service
Attention: Human Resources Branch
190 Brady St. Sudbury, Ontario P3E 1C7**

Application Deadline: Monday, December 2nd 2019 at 0800hrs