



# *Employment Opportunity*

The Legislative Assembly of Prince Edward Island is currently seeking applications for the following position:

## *Hansard Transcriptionist*

A Hansard transcriptionist works in a non-partisan environment transcribing the debates of Members of the Legislative Assembly when they speak in the Legislative Assembly and in committee meetings.

Your background includes a degree or diploma, along with solid related work experience. Familiarity with computerized recording equipment, MS word, and Adobe is essential, and experience with Sliq software is an asset. Typing skills are required, and an above-average speed is necessary. You must have a familiarity with legislative proceedings.

The position requires accuracy of hearing and comprehension, understanding of grammar, proofreading skills, and attention to spelling and detail. Additional duties such as annotation, technical support for Hansard software, and research may be required. Ability to transcribe French with a demonstrable level of fluency is considered an asset.

*Applicants must be non-partisan.*

**Terms of Employment:** Casual, Daytime, Full Time when the Legislative Assembly meets

**Salary:** \$20.16/hr, 37.5 hrs/week

**Anticipated Start Date:** October 2022

**Resumes must be received by email no later than Friday, October 7 at 4:00 p.m.**

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