



## **Transcriber/Proofreader**

### **AY3/AY4 Admin Secretary 3; Admin Secretary 4**

Casual - Multiple Positions

Manitoba Legislative Assembly

Hansard Branch

Winnipeg MB

**Advertisement Number:** 011224

**Salary(s):** AY3/4 \$22.98-\$29.38 per hour

**Closing Date:** July 28, 2024

**This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people and visible minorities. Applicants are requested to self-declare at the time of application.**

*The incumbent of this position is an employee of the Legislative Assembly, not a civil servant.*

*The Hansard Branch of the Manitoba Legislative Assembly is responsible for the verbatim record of the debates while the Legislative Assembly is in session. The Branch consists of skilled, dedicated employees working to produce a high-quality document as a part of Manitoba's history.*

*This is Casual employment with work periods typically occurring from March to June and October to December of each year. We are currently recruiting for multiple Casual positions where the incumbent would work shifts of up to 7.25 hours with start times between 10:30 AM and 2:30 PM. Casual shifts are offered based on the needs of the department as well as the availability of staff members.*

*To be considered for this competition you must submit an application form. See below for further instructions.*

## **Conditions of Employment**

- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Must be legally entitled to work in Canada.
- Must be available to work flexible hours while the Legislature is in session.

## **Qualifications**

### Essential:

- Strong English language skills demonstrated in a relevant professional setting, including excellent ability with spelling, punctuation and sentence structure.
- Excellent typing skills with a minimum typing speed of 65wpm as well as experience using computer software.
- Strong accuracy and attention to detail.
- Good interpersonal skills with the ability to work well with colleagues, supervisors and managers.
- The ability to contribute to a team environment.
- Ability to handle stress while achieving a set deadline within a specific timeframe.

### Desired:

- Interest in and knowledge of Manitoba current events.
- French language skills considered an asset.

## **Duties**

- Under the supervision of the Managing Editor, the incumbent is responsible for either transcribing or proofreading the Debates and Proceedings of the Legislative Assembly and its committees. The incumbent is compensated based on the duties they are assigned.

***Competitive Process: In addition to a Selection Board interview, the competition will include a comprehensive assessment consisting of four parts: spelling, word/phrase recognition, transcribing and proofreading.***

In order to be considered for this opportunity, applicants are required to submit an application form for screening purposes. Applicants are not required to submit a cover letter or a resume at this time; however, may be asked to submit a resume, references or other documentation at a later time.

**Please fill out the Application Form below and submit to:**

Advertisement No. 011224  
Manitoba Legislative Assembly  
Human Resource Services  
302-386 Broadway  
Winnipeg MB, R3C 3R6  
Phone: 204-945-7279  
Fax: 204-948-3115  
Email: [hr@legassembly.mb.ca](mailto:hr@legassembly.mb.ca)

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

# APPLICATION FORM

**This document is available in alternate formats upon request.**

You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment.

<b>Advertisement #</b>	011224
<b>Job Title</b>	Casual Transcriber/Proofreader
<b>Department(s)</b>	Hansard Branch, Manitoba Legislative Assembly
<b>Location(s)</b>	Winnipeg, MB

## PART 1: APPLICANT INFORMATION (REQUIRED)

First Name:		Last Name:	
Phone Number:		Email:	
Address:		City:	
Province:	Country:	Postal Code:	

I am currently employed with the Manitoba Government in a term, regular or departmental position.

## PART 2: SCREENING CRITERIA (REQUIRED)

For each of the screening criteria for this position, describe how you meet the criteria, using significant examples from your experience. Experience can include work, volunteer and/or educational experience. **You must not exceed a maximum of 200 words per screening criterion.** Additional criteria may be reviewed at a later stage with candidates selected for further assessment.

Screening criteria	Describe how you meet each screening criterion, using specific examples as appropriate.  <b><u>You must not exceed a maximum of 200 words per screening criterion.</u></b>
<p>1. <i>Excellent typing skills with a minimum typing speed of 65 wpm, and experience using computer software:</i></p> <p>Please describe your current and previous typing and/or transcription experience and explain where this experience was obtained. Please include your typing speed in wpm.</p>	
<p>2. <i>Strong English language skills demonstrated in a relevant professional setting, including excellent ability with spelling, punctuation and sentence structure:</i></p> <p>Please describe your previous experience with proofreading and/or editorial experience and explain where this experience was obtained.</p>	
<p>3. <i>Strong accuracy and attention to detail:</i></p> <p>Please describe your process for ensuring accuracy and attention to detail in written documents.</p>	
<p>4. <i>French language skills would be considered an asset.</i></p> <p>Describe your level of ability in French speaking, comprehension, reading and writing. <b>Candidates will not be excluded if they do not possess proficiency in this area.</b></p>	

**PART 3: EMPLOYMENT EQUITY DECLARATION  
(VOLUNTARY)**

*The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.*

**Please check the boxes that apply to you. Note that you may declare in one or more of the employment equity groups.**

- WOMEN
- INDIGENOUS PEOPLE
- PERSONS WITH DISABILITIES
- VISIBLE MINORITIES

**PART 4: APPLICATION DECLARATION  
(REQUIRED)**

By indicating "yes" in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (Yes/No)	
--	--

Date:

**We thank all who apply and advise that only those selected for further consideration will be contacted.**