



Bilingual Transcriber/Proofreader

AY3/AY4 Administrative Secretary 3; Administrative Secretary 4

Casual - Multiple Positions

Manitoba Legislative Assembly

Hansard Branch

Winnipeg MB

Advertisement Number: 10924

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

Closing Date: August 5, 2024 – *Open until filled**

The incumbent of this position is an employee of the Legislative Assembly.

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(s) 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:

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

Qualifications:

Essential:

- Strong English and French language skills 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 time frame.

Desired:

- Interest in and knowledge of Manitoba current events.

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 resumé at this time; however, may be asked to submit a resumé, references or other documentation at a later time.

Please fill out the Application Form and submit to:

Advertisement No. 10924

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

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 resumé, 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.

Advertisement #	10924
Job Title	Bilingual Casual Transcriber/Proofreader
Department(s)	Hansard Branch, Manitoba Legislative Assembly
Location(s)	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.*

<p align="center">Screening criteria</p>	<p align="center">Describe how you meet each screening criterion, using specific examples as appropriate.</p> <p align="center"><u>You must not exceed a maximum of 200 words per screening criterion.</u></p>
<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 and French language skills including excellent ability with spelling, punctuation and sentence structure:</i></p> <p>a. Please describe your proofreading and/or editorial experience and explain where this experience was obtained, including any relevant education.</p> <p>b. Please describe your verbal and written English and French language skills and explain where your experience was obtained.</p>	<p>a.</p> <p>b.</p>
<p>3. <i>Strong accuracy and attention to detail.</i></p> <p>Please describe your process including strategies for ensuring accuracy and attention to detail in written documents.</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)	
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Date:

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