



Position Summary

Reporting to the production supervisor, this position provides production, publishing, and administrative support to ensure that the Legislative Assembly's official verbatim publications are published with speed and accuracy.

Primary Responsibilities

Assists the production supervisor with the *Hansard* publication production cycle by scheduling event recordings, monitoring the digital audio system's performance and quality, monitoring all stages of transcript production, troubleshooting transcript quality (technical, editorial, and research), all with tight deadlines. Responsible for all of these in the absence of the production supervisor.

Assists the production supervisor with publication layouts as well as print and digital publishing, all with tight deadlines. Responsible for these in the absence of the production supervisor.

Develops shortcuts to expedite production and looks for new techniques/opportunities to reduce editor errors and to save production time. These include creating production process improvements, keystroke shortcuts, making parliamentary information easier for editors to search and access, gathering information for daily debates and meetings (e.g., statements by members, committee witness names, agendas, etc.) and managing the editing forums.

Monitors audio switchers in meeting rooms and directs them if they encounter problems. Responsible for audio switching in the absence of the production supervisor. Shares the most challenging audio switching duties with production supervisor.

Performs project and committee work as assigned, such as new digital audio features to implement, staff retreat committee, and proofreading/publishing of some LAS reports.

Performs office operations such as compiling production statistics, updating procedure manuals, ordering supplies, and filing.



Job Knowledge

Position requires knowledge of various computer software applications (Microsoft Office, Adobe Acrobat); functions (word processing, email, internet searches, digital audio); and grammar and punctuation.

In addition, the position requires knowledge of print and electronic desktop publishing technology (production, copy editing, visual skills, digital and print publishing, proofreading) that would normally be obtained through a series of courses equivalent to a technical school certificate (1 year) in publishing.

The position also requires knowledge that can normally be attained after recruitment, including knowledge of Legislative Assembly's rules and proceedings, LAS record management policies, operation of transcription software, and the Hansard production procedures and style manual.

Employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.