



Position Summary

Reporting to the senior editors and Hansard manager, this position transcribes and edits the first draft of the *Debates and Proceedings (Hansard)* and committee verbatim reports of the Legislative Assembly of Saskatchewan.

Primary Responsibilities

Working from an audio recording, creates the first written draft of the official record, which includes Assembly business, titles and headings, time markers, verified content, and annotated research and excludes peripheral events as defined by *Hansard* guidelines.

Under tight deadlines, research citations, concepts, and names using a variety of sources such as the *Hansard* manual, dictionaries, and reliable online sources.

Applies the *Hansard* editing manual's editing and formatting guidelines to the first draft. Accurately identifies procedural business by inserting appropriate titles and headings.

Provides audio switching during proceedings while identifying speakers and procedural business.

Job Knowledge

Requires knowledge of English language, vocabulary, grammar, and punctuation supplemented with language-focused experience such as copy editing, business writing, and proofreading.

Requires knowledge of provincial geography, political issues, and current and historical events to accurately comprehend content of the debates.

Requires knowledge of various computer software applications and functions (word processing, email, internet searches, digital audio) and the ability to evaluate sources of information for authority and credibility.

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

Successful candidates must be available to work the schedule as noted in the advertisement.