



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and résumé by 5:00 p.m. (CST) **August 25, 2025**, to:

Hansard Input Editor Competition
Attention: Maureen Bennett
Hansard Manager
Tel: (306) 787-1175
Email: careers@legassembly.sk.ca

**Please quote competition 1037902
in the subject line of your email.**

Clearly indicate in your résumé or cover letter where and how you have gained the required knowledge and qualifications. Selections for interview will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

Hansard Input Editor (part-time sessional, on site)

Imagine working at the heart of Saskatchewan's democratic process, where your editing expertise contributes directly to the preservation and accessibility of parliamentary debate. Based in the historic Legislative and Walter Scott Buildings in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of parliament for the people of Saskatchewan.

The Parliamentary Publications branch of the LAS produces verbatim records and indexes of the debates which take place in the Legislative Assembly and its committees. The verbatim records are known as *Hansard*. They are published in English, as well as French when spoken. The branch is a deadline-driven environment as the verbatim is published quickly following a meeting's adjournment.

Reporting to the senior editors and production supervisor, input editors transcribe and edit the first draft of the *Debates and Proceedings (Hansard)* and committee verbatim reports of the Legislative Assembly of Saskatchewan with speed and accuracy.

What You'll Do:

- Work from an audio recording to transcribe the debate while it is ongoing, applying in-house editing guidelines.
- Research citations, names, concepts, and more to ensure accuracy and consistency.
- Work with digital audio, Microsoft Word, and various research tools.

What You Bring:

- Ability to work effectively with a team in a non-partisan office environment.
- Superior English language skills, with strengths in grammar, vocabulary, and spelling.
- Three to five years of experience in word processing and editing.
- Experience in online research and a familiarity with reference materials.
- A high school diploma, preferably supplemented by post-secondary education in a related field. Proficiency in French is considered an asset.

This is a part-time sessional position which works about 450 hours per year, typically for 10 weeks from March to May and for six weeks from late October to early December, with intermittent work throughout the year. During the legislative session, input editors must be available during our core hours: Monday, Tuesday, and Wednesday from 1:00 p.m. to 6:00 p.m. and Thursday from 9:30 a.m. to 2:00 p.m. Work is sometimes available Tuesday and Wednesday mornings as well as Monday, Tuesday, and Wednesday evenings during session. This position requires editors to work on site in our office in Regina.

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