

**GOVERNMENT OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
HOUSES OF PARLIAMENT**

JOB TITLE:	Transcriptionist
JOB GRADE:	PIDG/RIM 3
POST NUMBER:	
DIVISION/UNIT:	Parliamentary Support Services
REPORTS TO:	Chief Hansard Reporter
RESPONSIBLE TO:	
SUPERVISES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee _____
Date

Manager/Supervisor _____
Date

Head of Department/Division _____
Date

Received in Human Resource Branch _____
Date Created/revised

Strategic Objectives of the Division:

To support our democracy by facilitating the work of our parliamentarians and creating a citizenry which is informed and interested in the work of the Legislature.

Job Purpose

Under the general supervision of the Chief Hansard Reporter, the Transcriptionist records and produces typewritten verbatim notes of the meetings of the Houses of Parliament and its Committees.

Key Outputs:

- Verbatim notes recorded and produced
- Typewriting services provided for meetings and special events

Key Responsibility Areas:

Technical/Professional Responsibilities

- Provide transcription services for special committee meetings, retreats and conferences;
- Listen to recordings and produce accurate verbatim notes of meetings of the Houses of Parliament, the Senate and its Parliamentary Committees;
- Ensure accuracy of transcribed text by reviewing spelling, grammar and punctuation prior to submission for checking and vetting by the Hansard Editing Section.

Performance Standards

- Transcribed notes produced on time and in accordance with Hansard Reporting standards and guidelines
- All notes completed using Microsoft Office Suite and other relevant software applications
- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct.

INTERNAL AND EXTERNAL CONTACTS:

Within the Houses of Parliament

Contact (Title)	Purpose of Communication
Hansard Editor, Proof Readers	To discuss and verify notes
Parliamentarians	To obtain/provide information
ICT Staff	To address issues with information technology support

External

Contact (Title)	Purpose of Communication
Ministries, Departments and Agencies	To provide and obtain information
Courts Offices	To provide and obtain information
Law Firms	To provide and obtain information
Research Students	To provide and obtain information
School Students	To assist with tours and sensitization visits

Authority

N/A

Required Competencies:

- Excellent oral and written communication skills.
- Keen attention to detail
- A highly developed knowledge of English usage, grammar, spelling and construction, sufficient to accurately reflect the spoken word in text
- Strong listening skills
- Strong typing skills
- Excellent interpersonal and team building skills
- Experience in the use of standard computer applications particularly Microsoft Office Suite
- Experience in the use of recording devices and equipment
- General knowledge of local and international current affairs.
- Ability to work with a variety of persons and personalities
- An understanding of the Jamaican parliamentary process.
- Well-developed emotional intelligence
- Ability to work independently and meet deadlines
- Ability to perform under stress when confronted with emergency, critical and unusual situations in which speed, accuracy and sustained attention are essential.

Minimum Required Education and Experience:

- Diploma/Associate Degree in Public Administration, Communication or other related field
- Training in the use of ICT applications

- Typing speed at a minimum 45-50 words per minute
- Three (3) years' working experience

Working Conditions

- Typical office working conditions
- May be required to work beyond normal working hours