

Parliamentary Editor
Hansard Office, Legislative Assembly of New Brunswick
Full-Time Employment, Open Competition
Fredericton, New Brunswick

The Legislative Assembly of New Brunswick is seeking a full-time editor to join the Hansard Office to produce English-language transcripts of legislative proceedings. The responsibilities for this position include:

- Creating transcripts from digital audio recordings;
- Editing transcripts for grammar, syntax, punctuation, and format;
- Conducting research to verify transcript content;
- Carrying out other administrative tasks as required.

Essential Qualifications:

- A university degree, with a minimum of three years of related work experience;
- Accurate touch-typing and transcribing skills in excess of 60 words per minute;
- Listening comprehension skills to accurately convert speech to text;
- Superior skills in English grammar, syntax, spelling, and punctuation;
- Editing and research ability, with a highly developed attention to detail;
- Capability to use Microsoft Office software and to learn new applications;
- Ability to achieve production goals and meet deadlines while producing quality work.

Behavioural Competencies:

- Exceptional commitment to teamwork, service and cooperation;
- Effective communication skills, displaying diplomacy and sound judgment;
- Initiative, adaptability, and ability to work independently.

Written and spoken competence in English is required. Please state your language capability on your application. Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that the preferred language of assessment is identified on your résumé.

Operational Requirements:

There may be occasional extended work hours.

Salary:

\$1,698 – \$3,256 biweekly, depending on education and work experience.

Application Process

Please note that both a cover letter and a résumé explaining how qualifications for this position have been attained are required. Applications, indicating Competition **OLA-HAN-2022-03**, can be emailed to <LEGHR-RH@gnb.ca> or mailed to the address below and must be received by **Monday, May 30, 2022**.

Finance and Human Resources Office
Legislative Assembly of New Brunswick
P.O. Box 6000
Fredericton, NB E3B 5H1

Testing will form part of the selection process. While all applicants are thanked for their interest in this position, only those selected for further consideration will be contacted.