

JOB DESCRIPTION – STENO CLERK I

Nature of Position

The duties and responsibilities will include:

Fast, accurate audiotyping of statements, court briefs, correspondence and reports as required. This position also provides clerical support on a variety of ongoing tasks to various sections in the Detachment. The stress level for this position is high, and the individual may be regularly exposed to typing graphic statements, material containing descriptions of brutal acts of sexual and violent nature in obscene language and gestures. Clients attending the front counter may be hostile and/or aggressive towards anyone in a law enforcement environment. This position reports to the RCMP Office Manager/HR Coordinator.

Specific Duties

- Provide accurate transcription of audio taped/handwritten confidential information
- Accurately type correspondence, legal documents and court briefs
- Process fingerprints through Live scan / Intelliscreen and monitoring charges, ensuring the forms are complete and forwarding copies to applicable agencies
- Compose correspondence in response to insurance, court and other legal inquiries on files
- Provide coffee/lunch break, backup, vacation and sick coverage at the Front Counter as necessary
- Filing of reference material, and administrative and operational files
- Handle inquiries by telephone or at the front counter
- Process outgoing mail
- Provide data entry support to the records department
- Perform other related duties as required

Required Qualifications, Skills and Abilities

The incumbent must possess the following qualifications, skills and abilities

- Minimum Grade 12 education
- Must be capable of obtaining and maintaining an RCMP security clearance
- **Proficient and accurate typing and keyboarding skills; minimum speed 50 w.p.m.**



****Applicant will be required to undergo testing and meet this minimum requirement**

- Fluent in English
- Minimum one (1) years' experience in office procedures
- Minimum one (1) year experience operating a multi-line telephone system
- Must be able to maintain a high level of confidentiality
- Must have a minimum of one (1) year experience with Windows based programs and proficient with computer systems (preferably Microsoft word and excel)
- Demonstrated experience in transcription of audio tapes
- Must be willing to learn new tasks in accordance with prescribed RCMP methods and procedures
- Must have good interpersonal skills
- Must be able to function in a stressful environment with exposure to graphic statements, material containing descriptions of brutal acts of a sexual or violent nature, and obscene language and gestures

Preference will be given to a candidate with the following additional qualifications

- One (1) year experience working in a legal environment
- Knowledge of RCMP database systems including Intellibook/Intelliscreen, PRIME and CPIC