



PRINCE EDWARD ISLAND LEGISLATIVE ASSEMBLY

TRANSCRIPTION TYPISTS

Part - Time Positions

(To Create a List)

The Legislative Assembly requires transcription typists to provide accurate transcriptions of the daily proceedings of the House. These positions require highly developed listening and typing skills; a thorough knowledge of Parliamentary terminology; excellent English, and grammatical and spelling skills (potential candidates will be tested on these skills); a knowledge of legislative proceedings; research skills; and problem-solving. The employee must be prepared to work flexible hours, work well under pressure, and meet daily deadlines. Post-secondary education is essential. An ability to transcribe in French with a demonstrable level of fluency would be considered an asset.

Salary: \$16.40/hr - \$18.63/hr (includes vacation adjustment)

Individuals interested in applying for these positions should submit their resumés by **Friday, October 17, 2008.**

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