

Job Class Code: 0160	FLSA Status: Non-Exempt
Pay Basis: Annual	EEO Category: 06

GENERAL DESCRIPTION OF CLASS

The purpose of this job classification (class) is to transcribe recorded interviews from audio/video sources and video formats. This class is responsible for transcribing interviews, maintaining a database of transcriptions, providing statistical information, and converting files to compatible formats. This job class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Transcribe recorded police interviews from several types of audio/video sources and video formats. • Transcribe Internal Affairs/Administrative Interviews, 911 calls, and jail phone calls as required. • Maintain a transcription log and summary reports as required. • Provide monthly statistical data on transcriptions dictated and prepare for random audits by the Accreditation Unit. • Maintain a database for retrieval of past transcriptions when needed by the Courts or Commonwealth Attorney. • Convert audio/video files to software that is compatible to current dictation software used by the Chesapeake Police Department. • Proofread and correct grammatical errors in reports/transcriptions to be accurate for evidence submission. • Prioritize and sort incoming transcription request for deadlines set by the Courts and Commonwealth Attorney. • Transcribe interviews for other Federal, State, and Local Law Enforcement Agencies when requested/required. • Answer office phone lines and perform other clerical duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Serves and interacts with others such as police officers, detectives, supervisors, other office staff, and customers. Attends to transcription requests and exchanges information with people.
Reasoning Requirements	Performs skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percent.
Language Requirements	Reads technical instructions, manuals, and spreadsheets to solve practical problems; composes routine and specialized forms and dictation summaries; speaks compound sentences using exceptional grammar, proofreading skills, and word form.
Mental Requirements	Performs technical clerical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires specific attention to detail with medium periods of concentration for accurate results or occasional exposure to unusual pressure and deadlines.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of transcription processes, stenographic machines and related equipment is required. Knowledge of general court and related legal proceedings and protocols is also required.
Skills	Must accurately type over 60 words per minute and be able to type for long periods of time while sitting or standing. Strong proofreading and grammar skills are a must.
Abilities	Must be able to dictate, summarize, tabulate, convert, or format data or information in accordance with correct grammatical usage and application of current dictation software. Must be able to work alone for extended periods and keep sensitive or current official investigation information confidential.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a high school diploma or GED and one year of college, vocational, business, or technical education or any equivalent combination of education and experience in word processing, courtroom or medical dictation, office/secretarial skills, or a closely related field.
Experience	In addition to satisfying the vocational/educational standards this class requires a minimum of two years of full time equivalent experience as a stenographer or court reporter completing dictations for court prosecution or legal proceedings.
Special Certifications and Licenses	None required.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a job class specification and not an individualized position description. A job class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.