Transcript Editor
Legislative Assembly Office (LAO)

Hansard – Parliamentary Services
Apply by December 7, 2026

Participate in meaningful work
As a Transcript Editor you will produce transcripts of the Legislative Assembly and its committees on a tight schedule. By using an audio player and word processing software, you will edit text produced by an automatic speech recognition system, ensuring that text is accurate and in line with *Hansard* style and formatting guidelines.

Hours of work are determined by when the Legislative Assembly sits and when committee meetings are held. There is no guarantee of hours; however, hours of work are typically between 30 and 40 hours per week when the Assembly is in session and less in between sessions.

Contribute to an engaged workplace
You are a problem solver who thrives in a changing environment and works well with others to achieve common goals. You have excellent time management skills and can consistently meet deadlines while maintaining a high standard of accuracy. Your superior English language skills and strong word-processing abilities enable you to edit text and produce substantially verbatim transcripts with accurate spelling, grammar, and punctuation. You are highly detail-oriented and possess strong reading comprehension skills, allowing you to read for context and identify errors and inconsistencies. In all that you do, you champion service excellence and demonstrate diplomacy, professionalism, and nonpartisanship in a dynamic parliamentary environment.

Bring your excellence to the LAO
Your background includes strong editing, proofreading and computer skills as well as related postsecondary education in English, history, political science or communications. You possess a superior command of the English language with excellent knowledge of grammar, punctuation and spelling. You have exceptional interpersonal and communications skills, both oral and written, as well as the ability to learn new computer software quickly.

Experience in transcription and with automatic speech recognition as well as knowledge of current and parliamentary affairs are considered assets.

Why choose the LAO
We are offering an hourly position in a skilled, diverse and united workforce, where employees feel engaged, supported, safe, respected and valued. For this position the rate of pay is $31.25 per hour plus an additional 11.6 per cent pay in lieu of holiday and statutory entitlements. An hourly shift differential of $2.75 is paid for full shifts starting later in the day. We support your career development throughout your time with us at the LAO.

We value employee wellness and work-life balance. All employees have access to the free and confidential employee and family assistance program.

To apply for this position, please submit your resumé and a cover letter highlighting your relevant experience to hr@assembly.ab.ca. The deadline for applications is December 7, 2026. Only shortlisted candidates will be contacted for testing and an interview.