LEGISLATIVE ASSEMBLY OFFICE
JOB PROFILE

***ALBERTA HANSARD* – PARLIAMENTARY SERVICES**
TRANSCRIPT EDITOR

November 2026

As part of the *Hansard* team, Transcript Editors support the proceedings of Legislative Assembly and Legislature committee meetings through production and administrative tasks related to the recording, annotation, and transcription of the official report of the Assembly and its committees.

Alberta Hansard is the official, substantially verbatim account of parliamentary debates and proceedings of the Legislative Assembly and its committees, generally published on a same-day or next-day basis. It serves as a research tool for internal and external clients and is also a reference document for historians, politicians, and judiciary. Therefore, excellent use of judgment in the application of strict policies and guidelines is key.

Alberta Hansard operates in accordance with the Legislative Assembly Act, Standing Orders, Legislative Assembly Office (LAO) policies, procedures, and protocols, and direction from the Speaker, the Members' Services Committee, the Clerk, the Clerk Assistant and Executive Director of Parliamentary Services, and the Managing Editor of *Hansard* and Manager of Venue Services.

Activities

1. Using an audio player and word processing software, edit output from an automatic speech recognition system reflecting the proceedings of Assembly and committee meetings. Some inputting of text is also required. Transcript Editors ensure that transcripts accurately reflect the words spoken, that nothing has been omitted or misheard, and that speakers are correctly identified. They follow prescribed guidelines to produce text that is substantially verbatim, correcting grammar, ensuring that spelling and punctuation conform to *Hansard* style and that correct parliamentary forms are observed, and minimizing superfluous repetition and redundancy.
2. Review and proofread transcript text according to the conventions of *Hansard* style, referring to the in-house style/research manual and other reference materials.
3. Verify proper names, quotations, and other items using in-house research and reference materials.
4. Consult with the *Hansard* supervisory team on matters of style, format, research, and parliamentary procedure.
5. Observe assigned portions of the proceedings of the Legislative Assembly and its committees and produce accurate, comprehensive logs to guide supervisory and editorial staff in the progress of proceedings.
6. Accommodate unusual shifts and/or long hours during periods when the Assembly is sitting, working under continual pressure to meet production deadlines.
7. Improve accuracy and consistency by comparing one's work with subsequent versions and by monitoring corrections made to previously completed transcripts.
8. Maintain knowledge and awareness of *Hansard* style and procedures by regularly reviewing the *Hansard* style/research manual as well as participating in training and evaluation to learn new skills and stay up to date.
9. If required on occasion, with the support of technical staff, be a backup for operating the console for Assembly meetings in the Legislature Chamber and committee meetings in committee rooms, turning microphones on and off for Members, staff, and presenters, following the direction of the Speaker or Chair.
10. Complete administrative tasks, particularly during intersessional periods, in support of the *Hansard* office.

11. Support the overall operations of the LAO.

Knowledge and Skills

- excellent interpersonal and communications skills, both oral and written
- superior command of the English language with exceptional knowledge of grammar, punctuation, and spelling
- superb editing skills
- excellent keyboarding speed, both typing and editing documents
- experience with automatic speech recognition, dicta-typing/transcription considered an asset
- high level of computer literacy and the ability to learn new software quickly
- high level of knowledge of Microsoft Word
- strong research capabilities
- highly developed attention to detail and listening skills
- ability to follow both oral and written instructions
- working on or completion of related post-secondary education
- knowledge of current events and provincial parliamentary affairs

Training and Development

A training period commences at the beginning of January. The *Hansard* office values career development and offers opportunities for Transcript Editors to enhance their skills by training for additional duties when ready.

Rate of Pay

Transcript Editors start at $31.25 per hour plus an additional 11.6% pay in lieu of holiday and statutory entitlements. An hourly shift differential is paid for full shifts starting later in the day.

Hours of Work

The chart below outlines typical dates and hours of work. Depending on the hours worked, overtime and shift differential may be available.

Typical percentage of full-time hours over the course of a year	30 to 80 per cent
Typical session dates For an indication of session dates and the length of daily sittings in the past few years, please visit assemblyonline.assembly.ab.ca.	Spring: early February to early June Fall: late October to early December These dates are not guaranteed as the Assembly may sit at any time of year. **Transcript Editors must be available weekdays during session**.
Typical hours per week during session	30 to 40
Typical hours per week between sessions	0 to 25
Typical start time during session	Assigned start time between 9 a.m. and 1 p.m.
Typical length of workday during session	Mondays, Tuesdays, Wednesdays and Thursdays up to 12 hours Fridays from zero to 7.25 hours
Typical length of workday between sessions (Number of hours may vary but must be worked between 8:15 a.m. and 4:30 p.m.)	Zero to 7.25 hours

Position Classification
AS 6 (016AS)