

Monitor/Transcriber

DEFINITION

This is specialized clerical work involving the use of electronic recording equipment and electronic or computerized office equipment to monitor and interpret communications in accordance with policies and procedures.

Employees of this class are under the general supervision of the N.C.O. i/c, record, monitor, analyze and log intelligence received from private communications in accordance with provisions of the Criminal Code. Assignments are performed with relatively little supervision and incumbents make independent decisions based on knowledge and experience within established policies and regulations. Decisions necessitating change in policies or regulations are referred to a superior.

TYPICAL DUTIES*

Monitors telephone and tape recorded private communications and analyzes the information, ensuring investigators receive pertinent information.

Compiles and maintains daily logs; records information on the master tapes; maintains the security of the master tapes to ensure continuity of court exhibits.

Maintains contact with TELUS to set up and administer court authorized intercepts.

Ensures electronic recording equipment is set up and functioning properly, excluding maintenance and repair.

Attends Courts when necessary to give evidence regarding the intercept evidence, explaining the hook-up procedures for recording equipment and/or operating equipment in Courts.

Duplicates master tapes for use of investigators; disposes of tapes no longer required by the Courts.

Types verbatim transcripts of intercepted conversations for Court presentation.

Operates computer terminals to access information databases.

Prepares files and processes documents for the Attorney General and Solicitor General departments, and other statistical data as required.

Maintains contact with other Police Agencies when necessary.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the legal principles and practices related to interception of private communication.

Knowledge of technical and mechanical operating procedures for recording conversations.

Knowledge of procedures within a police environment.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain and secure confidential records; prepare reports from same.

Ability to interpret and understand oral communications.

Skill in verbal and written communications.

Skill in operating electronic recording equipment and in the operation of word processing systems.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, including business subjects with emphasis on general office practices, or completion of an appropriate certificate program from an approved business school/college, and a minimum of three (3) years' progressively responsible police environment experience, including general office procedures and word processing.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0341		0342	

Last Updated:
Previous Updates:
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