



Parliamentary Trans-Editor

External Employment Opportunity-Reposted

Competition Details

Competition Number	HOA.PTE(P).2026-2027.008
Available Positions	1 Permanent Position
Division	Hansard, House of Assembly
Location	Confederation Building, St. John's
Closing Date	October 26, 2026
Salary	GL-05 (\$45,980-\$50,872)

Position Details

Context Hansard is the official transcript of the proceedings of the Legislature ([Hansard](#)). It records what is said in the House by the Member who has been recognized by the Speaker. The Hansard document is essentially a verbatim transcript, with editing limited to ensuring proper grammar, spelling and punctuation, observing parliamentary forms and minimizing repetition and redundancy.

Employees of the HOA enjoy comprehensive benefits such as a defined benefit pension plan, group medical/dental, paid provincial holidays and paid leave benefits starting at 25 days per year. Hansard may offer a hybrid in-office/work-from-home arrangement as operational requirements allow, and offer employees other flexible work arrangements such as flex-time.

Duties Parliamentary trans-editors produce daily near-verbatim transcripts of the House of Assembly, and perform first-pass editing of these transcripts referencing the *Hansard Style & Procedures Guide* for proper transcription and editing guidelines. Parliamentary trans-editors also assist on other projects as required. Incumbents research all information included in legislative audio including names, places, dates, figures, et cetera. Parliamentary trans-editors develop and maintain professional relationships with colleagues, as well as Members of the House of Assembly, officials of the House of Assembly and government departments.

Merit Criteria

Screening Criteria	1. Completion of an office administration program (equivalencies will be considered) 2. Related experience and training 3. Knowledge/Experience using Sliq or related software (Asset) 4. Completion of a Keyboarding Test with a minimum typing speed of 40 net words per minute with 90 percent accuracy.
---------------------------	---

Assessment Criteria	1. Knowledge of Hansard and parliamentary procedures (Asset) 2. Proficiency with keyboarding 3. Ability to learn new software 4. Ability to work under pressure 5. Language and grammar skills 6. Research skills 7. Flexibility 8. Build effective working relationships 9. Accept critical feedback
----------------------------	---

Conditions of Employment

Conditions of	1. Required to abide by the Code of Conduct for Employees of the House of Assembly Service
Acceptance	2. Required to work flexible start/end times for workday 3. Required to work overtime 4. Required to be non-partisan

Applicant Information

- The House of Assembly values diversity in the workplace and is an equal opportunity employer.
- Preference will be given to applicants who are legally entitled to work in Canada.
- Applications should be received before the close of business on the closing date - late applications with explanation may be accepted.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- All information submitted as part of this application must be factual, complete and current to date of submission
- This competition may be used to fill future similar vacancies within the House of Assembly

How to Apply

Applications, quoting Competition Number HOA.PTE(P).26-27.008, should be submitted:

Online	HOACompetitions@assembly.nl.ca
By Mail	Human Resources Services & Payroll Administration Corporate and Members' Services Division House of Assembly P.O. Box 8700 St. John's, NL A1B 4J6
By Fax	(709) 729-3078

For more information on this position, please contact Jennifer Peckham jenniferpeckham@assembly.nl.ca

