



[REDACTED]  
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**VANCOUVER, BC V6C 3L2**  
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### **Quality Control Supervisor – Job Posting**

[REDACTED] is a full-service court reporting, mediation and transcription firm offering services to lawyers, self-represented litigants and medical experts. We are a highly respected firm in downtown Vancouver and have been for the past 35 years. We successfully operate with a team of staff, some of whom work in our downtown office and some of whom work remotely. We pride ourselves on producing quality legal transcripts and medical reports in a timely manner.

We are looking to hire a full-time quality control supervisor to oversee all of our legal transcripts. Our transcripts are verbatim records of court and quasi-court proceedings that are either reported in-person by a court reporter or transcribed from audio recordings. This is a technical editing position that requires a solid grasp of English grammar and punctuation.

We will require the successful candidate to work remotely, and the remote work environment will be vetted by [REDACTED] management to ensure that the space is suitable for the confidential demands of this position.

This position is available immediately.

Job duties include but are not limited to the following tasks:

#### **Quality Control**

- Ensuring that [REDACTED] style and format preferences are consistently applied to all transcripts
- Reviewing all transcripts for grammar, punctuation and spelling accuracy
- Providing feedback to court reporters, transcriptionists, scopers and proofreaders on their work as required

- Answering questions from staff, court reporters, transcriptionists, scopers and proofreaders on any aspect of transcription quality, such as style, format and editing
- Tracking and following up with reporters and transcriptionists on transcripts and deadlines

### **Evaluation & Training**

- Reviewing proofreading screening tests completed by potential legal contractors
- Reviewing all evaluation files completed by potential legal contractors and providing feedback
- Rescoping all transcripts for new court reporters, transcriptionists and scopers and providing feedback as required
- Reproofing all transcripts for new court reporters and proofreaders and providing feedback as required

### **Proofreading, Writing & Editing**

- Proofreading transcripts
- Indexing and compiling transcripts for appeal purposes
- Writing, editing, revising and proofreading [REDACTED] documentation (all wiki instructional articles, marketing materials, website content, et cetera)
- Contributing to the bimonthly [REDACTED] team newsletter to address wiki updates and provide style and format reminders

### **Qualifications & Experience:**

- Bachelor of arts degree or comparable degree with a focus on English language
- Excellent grasp of language structure, syntax and phonetics is essential
- Exceptional attention to detail
- Excellent time management skills
- Ability to meet multiple daily production deadlines
- Minimum two years' experience as a professional editor
- Highly proficient computer skills
- Experience with Microsoft Word and Outlook
- Ability to efficiently learn new software
- Patient and calm demeanour
- Tactful and professional approach in all interpersonal communications
- Experience working with style guidelines is an asset
- BC Supreme Court litigation experience is an asset
- Experience with Microsoft Excel an asset
- Experience with Case Catalyst software is an asset

Applicants will be required to complete a short proofreading screening test and, if successful, a more in-depth proofreading evaluation in MS Word.

Salaried compensation will be commensurate with experience and paid in Canadian dollars. Medical and dental benefits are available after three months of employment.

The successful candidate will be required to maintain the following home office setup at their own expense:

- Workstation amenable to securely maintaining confidential information
- Robust PC computer (not a Mac), no more than two years old
- Dual monitor setup

All software required for this position will be provided by [REDACTED].

We thank you in advance for your application; however, we will only contact those short-listed for the position. Please forward your resume and application to [REDACTED]  
[REDACTED]