

Administrative Officer (Transcriber)

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Company: The State of Queensland

Location: Australia

Category: other-general

Justice and Attorney-General (Organisation site)Sheehy Chambers; South-East Queensland Region; Office of the Director of Public Prosecutions; Brisbane, Gold Coast, Beenleigh, Ipswich, Toowoomba, Sunshine Coast, Rockhampton, Townsville, Cairns The Office of the Director of Public Prosecutions is seeking expressions of interest for AO2 Administrative Officer (Transcriber) roles across the state. The Administrative Officer (Transcriber) is responsible for transcribing Records of Interview, Conduct of Search Warrants, Field Tapes, 000 calls, and witness statements. This is a continuous recruitment pool to fill various permanent and fixed-term temporary vacancies in the Transcriptions team with the Office of the Director of Public Prosecutions. Applications will remain current for 12 months. Job details Position status Position status Permanent, Temporary Position type Position type Flexible-flex, Full-time, Part-time Occupational group Occupational group Administration Classification Classification AO2 Workplace Location Workplace Location Brisbane Inner City, Cairns region, Logan - Beaudesert, Toowoomba region, Townsville region, Rockhampton region, Gold Coast, Sunshine Coast, Ipswich region This is a continuous recruitment pool to fill various permanent and fixed-term temporary vacancies in the Transcriptions team with the Office of the Director of Public Prosecutions. If you are required for an interview, we will contact you directly. About your opportunity: Multiple AO2 Administrative Officer (Transcriber) roles are available on a permanent and fixed-term temporary full-time and part-time basis. Administrative Officers (Transcriber) are responsible for transcribing Records of Interview, Conduct of Search Warrants, Field Tapes, 000 calls and witness statements. For more information, including the key responsibilities and how to apply, please see the role

description linked below Applications to remain current for 12 months. Job Ad Reference: QLD/540195/24 Closing Date: Monday, 20 January 2025 Further information We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity . Various permanent, Temporary, full-time & part-time opportunities available. Please ensure you download all attachments and follow the instructions on how to apply. Documents Before applying for this vacancy please ensure you read the documents below. Keyword Please use * for wildcard searches. Search exact phrase Check to search for the exact phrase. Uncheck to return jobs that contain any of the keywords. Location Hold down the control (Ctrl) button and use your computer mouse to select multiple options Occupational group Hold down the control (Ctrl) button and use your computer mouse to select multiple options Salary (yearly) Leave blank if you are searching for casual jobs Minimum Maximum Total Remuneration Only used for Senior Medical or Executive positions Smart Jobs and careers is scheduled to be offline for planned maintenance from 8:00 AM to 10:00 AM (AEST) on Saturday 20 April 2024. Inclusion and diversity We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity , including making any reasonable adjustments to support you through the recruitment process.

#J-18808-Ljbffr

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