Job Title: Transcriptionist
Department: Town Clerk’s Office
Pay Rate: $2.00 per audio minute
Deadline: December 3, 2021

Job Description:
The Town of Henrietta is looking to hire someone to provide verbatim transcription of Board meetings with light editing to remove filler words and repetitions. Not to be confused with a stenographer who provides a transcript during the live meeting, we are looking for someone to transcribe the meeting using the video recording. The meetings to be transcribed will primarily consist of Town Board meetings, but could also include Planning Board public hearings; average Town Board meetings are 2-3 hours. The Board meeting schedule would dictate when transcription help would be needed. After each Town Board meeting, we would need the completed transcription returned to us within a week. However, Town Board meetings are generally every two weeks, so there would be off-weeks in between. The position itself is flexible in that this work could either be done remotely from your home or from within our office, depending on your preference. If working from your home, you would need to have a computer, but we would provide the transcription software and foot pedal.

This job might be right for you if:
- You enjoy grammar, punctuation, and spelling. You might even have strong feelings about our use of an Oxford comma.
- You pay attention to details and you care about accuracy and consistency. You might even be part investigator. If a Board member says something in the audio you’re not familiar with, you’re going to Google it to verify what you heard and to make sure that it’s spelled correctly.

Please submit a letter of interest and resume to the Henrietta Town Clerk’s Office either by email to rwiesner@henrietta.org, in person at the Town Clerk’s Office during normal business hours, or by mail (475 Calkins Road / Rochester, NY 14623) no later than Friday, December 3, 2021.