

**City of Lauderhill Employment Opportunity – 11/03/08  
Open-Competitive**

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**Job Title: Transcriptionist P/T  
Human Resources Department**

**Salary:** \$15.74 hr

**Job Description:**

Under general supervision, the purpose of the position is to provide transcription sworn statements and supervise others in same. Employees in this classification perform skilled clerical work. Position is responsible for transcribing sworn statements, researching/retrieving files and reports, and organizing case files for State Attorney's Office. Performs related work as required.

***Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.***

**Qualification Requirements:**

High School diploma or GED; supplemented by up to one (1) year previous experience and/or training involving transcribing audio information; or an equivalent combination of education, training and experience.

**Special Requirement:**

Valid Florida State Driver's License.

**Basis of Rating:**

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

**Closing Date :**

Open until filled

**Applicant must file a complete application and attach copy of High School diploma or GED. Resumes alone are not acceptable.**

**How to Apply:**

Applications may be obtained at the City of Lauderhill, Human Resources Department, 3800 Inverrary Blvd. Suite 303, Lauderhill, Florida 33319, from 8:00 A.M. to 4:15 P.M., Monday through Friday.

**No Benefits:**

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**Equal Opportunity and Affirmative Action Employer/M-F/D/V  
Pre-employment Physical, Drug and Alcohol Screening**