



## JOB DESCRIPTION

**Title** Tape Summary Clerk

**Version – 3.2    Date - 14/11/2022**

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<b>Post Number:</b>	JT023
<b>Grade:</b>	3
<b>Weekly Hours:</b>	37
<b>Department:</b>	EMCJS
<b>Status:</b>	Established
<b>Responsible To:</b>	File Typing Unit Team Leader
<b>Responsible for:</b>	Not supervisory role
<b>Job Role /Purpose:</b>	To provide a summarised account of recorded interviews that have been conducted with defendants, whilst in Police Custody, also assisting with other administrative duties as required.
<b>Contacts:</b>	Other Criminal Justice Sections. Support Staff and Police Officers at Area Level & CPS.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Equality and Diversity:</b>	Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

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## PERSON SPECIFICATION

### KNOWLEDGE, SKILLS & ABILITIES

#### ESSENTIAL CRITERIA

*A clear definition of the necessary criteria.*

#### Essential knowledge:

1. Have GCSE Grade C or equivalent in English Language or work experience using English Language to that standard.
2. Have RSA 2 in typewriting/word processing/text processing or equivalent qualification or demonstrate your ability to word process to a speed of (40-60) words per minute. To be tested at interview.\*

#### Work Experience:

3. Demonstrate by example your ability to produce accurate and comprehensive documents by means of audio typing.

4. Demonstrate the ability to work as part of a team.
5. Able to work to strict deadlines, using initiative to problem solve.
6. Demonstrate your ability to maintain to work accurately and provide attention to detail.
7. Demonstrate the ability to adapt to new ways of working and its demands.

**Personal / Interpersonal Skills, Aptitudes:**

8. Demonstrate the use of effective communication skills both verbal and written.

**Special Skills:**

9. To have experience of MS Office, Outlook, Word and Excel applications

*\*Reasonable adjustments will be considered under the Equality Act 2010.*

**DESIRABLE CRITERIA**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Work Experience:**

1. Demonstrate experience of working in a confidential environment.

**Special Skills:**

2. Experience and knowledge of using NICHE

**CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

**Operational:**

Prepare typed summaries of interviews with prisoners from tape recordings, some of which can be of a sensitive and distressing nature.

To evaluate forms giving consideration to charge information, the case summary and evidential information provided, in order to evaluate which extracts of the interview are relevant for inclusion in the final summary of the interview.

On evaluating the aforementioned information, make decisions with regard to where to include verbal and summary text. Paying due regard to areas where verbal account is vital. In order to provide a balanced, accurate and reliable summary.

Ensure all transcripts meet the required high standard expected.

Ensuring the language used is non-judgemental, unambiguous, clear and concise in a reported speech format.

Ensure all transcripts leave the department within the departmental timescales set.

To identify forms that lack specific information when producing the summary and provide written advice with regard to this to the Officer concerned, in order to achieve future improvements in such instances.

**Communication:**

Liaising with CPS, Case Builders, Prosecution Teams and Police Officers where necessary, querying critical evidence that may be required, in order that the information provided in the final summary is of the highest accuracy.

**Administration:**

When necessary to undertake the booking in process of requests.

Carrying out a quality check on each request provided and identifying whether the information given is adequate to produce a quality summary thereafter, making any necessary enquiries to achieve this end.

Also paying particular regard to timescales which may prevent any improved form being sought.

Accurately updating the departmental excel spreadsheet to provide information of all new work received, in order that accurate data can be retrieved in relation to the department's performance figures.

To be able to interrogate the Niche computer system in order to obtain any essential missing information required, before a transcript can be produced.

Store typed summaries and related paperwork to Officers for checking and inclusion for court files.

Assist with the typing of statements, reports and other papers for Court as and when required.

**General:**

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

## Personal Values / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Social responsibility

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## OTHER

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Recruitment Vetting (RV)