



VECRA is seeking a Full-Time Medical and Legal Transcriptionists

VECRA, Inc. is seeking experienced legal and/or medical transcriptionists to join our team. You **MUST** have experience. You must be a reliable contractor with great attention to detail, who consistently produces superior quality work.

ROLES and RESPONSIBILITIES

Responsible for transcribing judicial, administrative, and criminal proceedings, including meetings, from audio cassettes, tapes, digital files, CD-Rom or other media to transcribed copy on paper or other media. Transcript shall be in verbatim form, proofread with all words spelled correctly, properly punctuated and hyphenated and grammatically correct. Shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the Contractor shall identify in the transcription the section as inaudible and identify the length in minutes and seconds.

- Successfully meet expectations in the performance of daily assignments
- Ability to interact with coworkers and reports in a professional manner
- Organize work effectively and prioritize daily assignments according to deadlines
- Prepare final transcript and apply digital signatures to the transcript's certificate pages and submit the job for production
- Verify elements of the transcript to ensure accuracy
- Proofread transcripts of legal proceedings, to ensure accuracy by searching for any errors in grammar, legal terminology, content, and punctuation of the verbatim record
- Multilingual transcription may be requested (Bi-Lingual Transcribers encouraged to apply)
- Other duties as assigned

QUALIFICATIONS:

- Must be a US Citizen



- Must be able to follow guidelines, instructions, etc. (A transcription test that does not follow guidelines and instructions will not be considered)
- A minimum of 5 years of transcription experience in the legal field.
- ESL experience necessary.
- Experience typing verbatim and modified verbatim transcripts.
- Ability to utilize the internet to search and verify.
- Ability to meet deadlines.
- Excellent spelling and grammar skills.
- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Demonstrated teamwork skills.
- Excellent verbal and written communication skills -

DESIRED SKILLS

- Effective communication skills
- Ability to perform comfortably in a fast-paced environment
- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Demonstrated teamwork skills.
- Excellent verbal and written communication skills –
- Superior problem solving and critical thinking skills
- Excellent organizational, interpersonal, written, and verbal communication skills

EDUCATION

High school diploma or GED required, with at least 5 years minimum of transcription experience.

OTHER

Req #: 011-Transcription

Shift: Various (1st, 2nd, 3rd)

Schedule: Monday – Friday



Job Class: Customer Service

Location | Place of Performance: Remote

Compensation: Pay starts at 85 cents per page

Telework or Virtual: Yes

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical, dental, short and long-term disability.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Send resume to: info@vecrainc.com