Official Court Reporter

Stenographic/Voice Writer or Digital

Oconto County Circuit Court, Branch 2

The Honorable Judge Jay N. Conley, Oconto County Circuit Court, Branch 2, seeks candidates for the position of full-time Official Court Reporter. This position is available starting January 11, 2026.

LOCATION: Oconto, WI

SALARY: Competitive annual salary in the range of $53,185 to $73,715 along with possible transcript fee income and a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:
1) Reports verbatim proceedings of the Court—whether trials, hearings, proceedings, or conferences—by shorthand, stenotype, or other methods. 2) Reports verbatim and transcribes grand jury proceedings, termination of parental rights trials, and other hearings as assigned. 3) Transcribes proceedings into accurate transcripts for purposes of appeal or by order of the court. 4) Identifies participants by name to facilitate reporting and reads aloud statements of participants as requested during proceedings. 5) Prepares and distributes transcripts and related documents. 6) Reviews transcripts for technical accuracy. 7) Reviews documents for compliance to standards set by Wisconsin Court rules. 8) Performs transcribing of court and administrative proceedings on appeal. 9) Provides court reporter coverage for other judges as assigned by the District Court Administrator's Office.

QUALIFICATIONS:
General Requirements: 1) Must have a high school diploma or equivalent. 2) Knowledge of English grammar, punctuation and spelling. 3) Knowledge of legal terminology and procedures, citation formats, and requirements of the Wisconsin Court rules. 4) Skill in organization to permit the production of transcripts within strict time limitations. 5) Skill in working well under pressure. 6) Skill in operating videoconferencing technology to support remote court proceedings. 7) Ability to operate a personal computer with standard applications in a Windows environment. 8) Ability to conduct oneself in a professional manner and promote harmonious working relationships with others including the general public. 9) Ability to understand and follow verbal and written directions. 10) Ability to communicate effectively verbally and in writing. 11) Ability to maintain confidentiality, professional appearance, and demeanor at all times. 12) Ability to be tactful and courteous when dealing with the public, some of whom may be irate or under stress.

Stenographer/Voice Writer Court Reporter Requirements: Candidates must meet one of three minimum professional standards to be considered eligible for hire: 1) Graduation from a court reporting school approved by either the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA), or 2) Successful completion of the Registered Professional Reporter (RPR) examination administered by the NCRA, or 3) Successful completion of the Certified Verbatim Reporter (CVR) examination administered by the NVRA.

Digital Court Reporter Preferred Requirements: 1) Certified Electronic Reporter and Transcriber certification from the American Association of Electronic Reporters and Transcribers (or equivalent); 2) Work experience as a digital court reporter.

SPECIAL REQUIREMENTS: Employment will require a criminal background check. The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY: Please submit a cover letter indicating your preference to be considered for a Stenographer, Voice Writer or Digital Court Reporter, your current resume, and list of references to:

Thomas Schappa

Eight District Court Administrator

414 E. Walnut St., Ste 100

Green Bay, WI 54301-5020

Email: Thomas.Schappa@wicourts.gov

Contact Thomas Schappa, District Court Administrator at (920) 448-4280 with questions.

DEADLINE: Applications will be accepted until position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the courts system visit our website at www.wicourts.gov.

Notice: Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.