



Official Court Reporter Stenographer/Voice Writer or Digital 10th Judicial District, Barron County, Branch 2

The Honorable Judge J. Michael Bitney, Barron County Circuit Court, Branch 2, seeks candidates for the position of full-time Official Court Reporter. Real-time proficiency is preferred, but not required.

LOCATION: Barron, WI

SALARY: Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package.

QUALIFICATIONS:

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 Requirements: (1) Training and/or experience in legal terminology and procedures; (2) Courses and/or experience in legal/court administrative and recordkeeping practices (paralegal, legal secretary); (3) Demonstrated English grammar, spelling, composition and punctuation skills; (4) Experience in a court or legal setting; (5) Ability to operate digital audio recording equipment, produce a recording suitable for transcription and transcribe the record. **Preferred:** (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.

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:

Chris Channing
Tenth District Court Administrator
St. Croix County Government Center
1101 Carmichael Rd Ste 1260
Hudson, WI 54016-7708

Email: Christopher.Channing@wicourts.gov

Fax: (715) 381-4323

Contact Chris Channing, District Court Administrator at (715) 245-4105 with questions.

DEADLINE: This position will be available starting April 1, 2022. In order to be assured consideration, applications must be received by 11:59 PM on March 12, 2022. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them.