



District Court Reporter – 65% Stenographer/Voice Writer or Digital Fourth Judicial District

Applications are now being accepted for a sixty-five percent District Court Reporter position in Wisconsin's Fourth Judicial District. This position is available September 12, 2021.

LOCATION: The District Fourth Office is located in Oshkosh, WI but court coverage assignments may include travel to any District Four county including Calumet, Fond Du Lac, Green lake, Manitowoc, Marquette, Sheboygan, Waushara, and Winnebago counties. The home base for this position may be located in Oshkosh, WI or another District Four county court house with prior approval of the Chief Judge.

SALARY: Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package dependent on eligibility. Salary is based on qualification level and previous court reporting experience.

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:

Email: jon.bellows@wicourts.gov

Fax: (920) 424-0096

Contact Jon Bellows, District Court Administrator at (920) 424-0028 with questions.

DEADLINE: Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them.